MINUTES

August 13, 1984 - July 11, 1986

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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 13, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 13, 1984 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mrs. Glasser
Dr. Hairston
Mr. Ray
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director,and Miss Lorena Ammar, Administrative Assistant. Miss Vicky Crosson, Children's Coordinator, Extension Department and Miss Sara Thompson, Homebound Librarian, Extension Department, were present for the first part of the meeting.

In the absence of Dr. Wallace, President, Mrs. Smith, First Vice-President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the July 6, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 326 ($23,976.93) and General Bills List No. 326 ($58,353,74) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Hairston, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 324 ($746.65) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Hairston, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Long Range Planning Committee and SELF Report on User/Non-User Survey. The Library Director introduced Miss Vicky Crosson, Children's Services Coordinator, Extension Department, and Miss Sara Thompson, Homebound Librarian, Extension Department, representing the SELF (Staff Evaluating Library Future) Committee.

Miss Crosson began with general remarks about the User/Non-User Survey prepared by ITB (In The Black) and then presented some details of the "User" portion of the Survey.

Of the 1002 people surveyed by telephone, 504 were Users and 498 were Non-Users. 94% of our Users were satisfied with the help received from staff members. 32% of Users use the Library 10-25 times per year; 48% less than 10 times a year. 59% of our Users are not satisfied with security measures at the Main Library. 40% complained about the lack of parking facilities at Main Library. A high percentage of our Users don't know about all the services we offer. Based on their findings, ITB recommended these changes: (1) the hiring of a Security Officer--this has been done, (2) provision of public parking facilities for Users, (3) improved services to Senior Citizens, and (4) a public relations officer to promote the library, market its services and to produce professional materials for use by the public.

Ms. Thompson then summarized the Non-User findings. Non-Users were included in the survey in an attempt to determine (1) a profile of their general characteristics and (2) their reason for not using one of our libraries. Some characteristics:

...nearly 50% of those surveyed are Non-Users

...nearly 50% of Non-Users are Senior Citizens

...93% have lived in the county 4 or more years

...most are active in church groups and have hobbies they pursue at home

...75% claim to like to read

...most know location of nearest library but have some uncertainty on exactly what services and kinds of material are available.

Reasons given for not using a library were varied but most often centered on lack of interest, insufficient security and parking difficulties. Based on the 61% of Non-Users who indicated the possibility of using a library in the future, there is total target population of 71,000 potential users.

The Patrons Committee feels that efforts in these directions could reach some of these potential users:

...improved parking facilities

...maintain increased security measures at Main Library

...a public relations officer

...coordinating with church groups and increase purchase of religious (but non sectarian) materials

...more programs for Senior Citizens

...more adult basic education and literacy programs.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $275,000.00 yielding 9.95%, purchased from the Charleston National Bank on August 7, 1984, to mature on August 14, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
August 7, 1984	$275,000.00	August 14, 1984
August 14, 1984	275,000.00	August 21, 1984
August 21, 1984	185,000.00	August 28, 1984
August 28, 1984	250,000.00	September 4, 1984

Copies of the August, 1984 Cash Management Scheduling Worksheet were distributed.

Personnel Committee. Dr. Bannerot, Chair, reported that the ad hoc Personnel Officer Search Committee, consisting of Ms. Flagg, Mr. Stern and himself, had interviewed four candidates, including one staff member, for this new, part-time position. The Committee recommended the employment of Helen Virginia Goode, former Personnel Officer and Vice President of the National Bank of Commerce, and that the education requirement contained in the job description be waived. Mr. Ellis stated that he had employed Ms. Goode as a consultant and was very favorably impressed.

After discussion, upon motion by Mr. Ellis, seconded by Dr. Hairston, it was unanimously

> RESOLVED, That Miss Helen Virginia Goode be employed as Personnel Officer on a part-time basis for 30 hours per week at $7.32 an hour beginning August 27, 1984.

Motion carried.

Automated Circulation System Cost Analysis. Mr. Stern distributed a report showing the latest estimates of capital costs for the Automated Circulation System. He added that he believed these estimates to be accurate within a range of ± $6,000.00 depending, in part, on whether certain costs will be partially paid for by West Virginia Library Commission and/or South Charleston Public Library. The report is recorded as follows:

PROJECT COST DISTRIBUTION

KCPL Share	$190,626.75
WVLC Share	105,078.74
SCPL Share	19,885.64
TOTAL COST (EST.)	$315,591.13

CASH PROJECTION

Project Cost			$315,591.00
Paid to vendors, as of 8/9/84			227,762.00
KCPL YET TO PAY, Gross Amount			$ 87,829.00
Billed or Billable to WVLC	105,079.00		
Received from WVLC	72,199.00		
KCPL YET TO RECEIVE FROM WVLC		32,880.00	
Billed or Billable to SCPL	19,886.00		
Received from SCPL	12,817.00		
KCPL YET TO RECEIVE FROM SCPL		7,069.00	
TOTAL KCPL YET TO RECEIVE FROM OTHERS			39,949.00
NET KCPL CASH YET TO PAY			$47,880.00

IS ACS COST WITHIN APPROPRIATIONS BUDGETED?

81/81 BUDGET	$ 50,000.00
83/84 BUDGET	26,774.00
83/84 ADDITIONAL APPROPRIATION	101,000.00
84/85 BUDGET	17,971.00
TOTAL ACS APPROPRIATION	$195,745.00
TOTAL KCPL COST SHARE	190,627.00
KCPL APPROPRIATION GREATER THAN PROJECTED KCPL COST	$ 5,118.00

There was brief discussion.

Special Services Committee. The Library Director reported on the Library's need for special computer-type furniture to be used in the Catalog Department. He said that he had spoken individually with the Chair and members of the Special Services Committee about the use of the Steele A. Hawkins, Jr. Fund to buy this furniture, under a State of West Virginia contract, at a cost of $4,665.79. He gave a brief history of the Hawkins Fund, an outline of its purposes, the fact that the Hawkins Fund had a $8,069.61 balance as of June 30, 1984, and reporting that each item would be handsomely inscribed as a gift of the Steele A. Hawkins Fund.

After discussion, upon motion of Mr. Ellis, seconded by Mr. Stowers, it was unanimously

> RESOLVED, That the Library Director be authorized to purchase Special computer-type furniture from the Steele A. Hawkins Trust Fund at a cost of $4,665,79.

Motion carried.

NEW BUSINESS

Committee Assignments. Mrs. Smith reported that the roster of the Library Board's "Standing Committees Assignments for 1984/1985" has been mailed to each library board member.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
First Vice-President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 10, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 10, 1984 at 4:00 p. m. in The John V. Ray Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Ellis
Mr. Fisher
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the August 13, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 327 ($20,626.07) and General Bills List No. 327 ($39,025.57) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mr. Ellis, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 325 ($1,062.86) duly certified and approved in

accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mr. Ellis, and duly adopted, it was ordered that the bills set out on the said list be paid.

Building and Grounds Committee.

Fire Alarm System at St. Albans Branch. In the absence of Mr. Santrock, Chairman, the Library Director reported that the 20 year old fire alarm system at the St. Albans Branch has defective heat detectors thus needing replacement. The fact that the fire alarm system is connected with the St. Albans Fire Department helps keep down insurance rates. The system is technically antiquated as well as worn out; he recommended purchase of a completely new installation.

Following discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Smith, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to replace the fire alarm system at the St. Albans Library Branch at a cost of $1,750.00.

Motion carried.

Energy Conservation Project. The Library Director reported on the energy audit that was conducted by the WEX Corporation in October, 1983. He stated that the WEX Corporation had made favorable comments about the Main Library's system where energy losses are relatively low. The Library Director reported that the Committee recommends the purchase and installation of programmable thermostats at Dunbar, Elk Valley and St. Albans Libraries and that most, if not all, of its cost would be covered by $4,000.00 balance of the total $5,000.00 authorized for energy conservation at the December 7, 1983 Board Meeting.

After discussion, upon motion of Dr. Hairston, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to purchase and install programmable thermostats for the Dunbar, Elk Valley and St. Albans Libraries at an estimated cost of $4,000.00

Motion carried.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $185,000.00 yielding, 10.875%, purchased from the Kanawha Banking and Trust Company, to mature on September 11, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
September 11, 1984	$200,000.00	September 18, 1984
September 18, 1984	200,000.00	September 25, 1984
September 25, 1984	200,000.00	October 2, 1984

Copies of the September, 1984 Cash Management Scheduling Worksheet were distributed.

Reserve Balance. Mr. Kauffelt, Chairman, reported that it was necessary to create a reserve balance in the amount of $149,238.00 for the purpose of carrying forward this sum as to make payments in 1984/1985 on obligations made during the fiscal year 1983/1984. These accounts, with amounts, are recorded as follows:

Energy Conservation Project	$ 4,000.00
Long Range Planning Project	10,500.00
Automated Circulation System	134,738.00
	$149,238.00

After discussion, upon motion by Mr. Moss, seconded by Mr. Kauffelt, it was moved that the listed accounts and their amounts be carried forward and paid after July 1, 1984 and that the total of $149,238.00 be added to the budget for fiscal year 1984/1985. Motion carried.

The Assistant Director reported that, with the assistance of Mr. Ellis, he has made inquiry about the safety of the Library's Certificates of Deposit --almost always held for not longer than seven days--in as much as they exceed the $100,000.00 FDIC insurance limit. An answering letter from Mr. David L. Stewart, Assistant Superintendent for Budget and Finance, Kanawha County Schools cited statutory requirements that public funds be invested in "...guaranteed certificates of deposit..." Mr. Stewart's letter also recited the various audits, both by State/Federal bank examiners and the Board of Education's own auditors, to assure the proper protection of public funds. Mr. Ellis suggested further inquiry be made to learn the details of the "guarantees," that is, the collateral, behind the certificates and a report on this at an early Board meeting.

Workers' Compensation Premium Reduction. The Assistant Library Director reported that the Library was in receipt of a letter from the Workers' Compensation Fund dated August 23, 1984 stating that the Library's Workers' Compensation Premium reduced from $.75/$100 to $.40/$100. He said that there will be a savings of approximately $5,000.00.

Long Range Planning Committee. Mrs. Smith, Chair, reported that the Long Range Planning Committee met on August 27, 1984 to consider the possibility of equalizing the 1984/1985 annual contributions scheduled to be received from the Library Board of Cross Lanes, Elk Valley and Sissonville; branches located in unincorporated areas. She said the Committee will hold three meetings with representatives of the branches to discuss their annual contributions. The schedule is as follows:

Monday, September 10, 1984 - Elk Valley

Monday, September 17, 1984 - Sissonville Library

Monday, September 24, 1984 - Cross Lanes Library

Mrs. Smith stated that the Committee hopes to bring recommendations to the November or December Library Board Meeting for consideration.

Personnel Committee. Dr. Bannerot, Chairman, reported that the Search Committee, consisting of Miss Crosson, Miss Leasure and Mr. Stern, had interviewed several candidates, including one staff member, for the position of Chief, Children's Librarian. Dr. Bannerot reviewed Miss Elizabeth Hand's personal and professional qualifications as well as her experience. He said the Committee recommends the employment of Miss Hand.

After discussion, upon motion of Dr. Bannerot, seconded by Dr. Hairston, it was unanimously

RESOLVED, That Miss Elizabeth (Beth) Hand be employed as Chief, Children's Librarian, beginning October 8, 1984, at an annual salary of $17,688.00.

Motion carried.

NEW BUSINESS

West Virginia Library Association Conference. The Library Director reported that the West Virginia Library Association Conference will be held in Harper's Ferry, West Virginia, October 11-13, 1984. Following discussion, upon motion of Mr. Fisher, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Library Director, one Library Board member and three Librarians be authorized to attend the West Virginia Library Association Conference scheduled to be held in Harper's Ferry, West Virginia, on October 11-13, 1984, and that their expenses not to exceed $1,045.00 be paid.

Motion carried.

Middle Atlantic Regional Library Federation Conference. The Library Director reported that the Middle Atlantic Regional Library Federation Conference would be held in Baltimore, Maryland, October 21-24, 1984. following discussion, upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That the Library Director and one Librarian be authorized to attend the Middle Atlantic Regional Library Federation Conference scheduled to be held in Baltimore, Maryland, on October 21-24, 1984, and that their expenses not to exceed $1,300.00

Motion carried.

Hewlett Packard Workshop. The Library Director reported that a workshop on automated circulation systems sponsored by Hewlett Packard was held in Rockville, Maryland on August 19-24, 1984. He reported that Mr. Charles McMorran attended. He asked that Mr. McMorran's authorized attendance at the workshop be ratified and confirmed. Following discussion, upon motion by Mrs. Rugeley, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That Charles McMorran's attendance at the Hewlett Packard Workshop held in Rockville, Maryland, on August 19-24, 1984 be ratified and confirmed and that he be paid a sum not to exceed $525.00.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 8, 1984 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mr. Ellis
Mrs. Gallian
Mr. Kuhns
Mrs. Rugeley
Mr. Santrock
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

In the absence of Dr. Wallace, President, and Mrs. Smith, First Vice-President, Mr. Ray, Second Vice-President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the September 10, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 328 ($27,464.34) and General Bills List No. 328 ($64,331.03) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Mr. Santrock, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 326 ($975.02) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Dr. Bannerot, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $210,000.00, yielding 11.25%, purchased from the Kanawha Banking and Trust Company, to mature on October 9, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
October 9, 1984	$200,000.00	October 16, 1984
October 16, 1984	105,000.00	October 23, 1984
October 23, 1984	270,000.00	October 30, 1984

Copies of the October, 1984 Cash Management Scheduling Worksheet were distributed.

Finance Committee Cash Management. Mr. Stern reported that $40,000.00 of the SPECIAL GIFT FUNDS now invested in the 182-Day Money Market Certificate, at 9.82%, held under safekeeping receipts at Kanawha Valley Bank, would mature October 11, 1984, earning $1,953.26. Upon motion of Mr. Santrock, seconded by Mr. Ellis, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $40,000.00 of the SPECIAL GIFT FUNDS in two (2) 182-Day Money Market Certificates of Deposit of $10,000.00, and one (1) 182-Day Money Market Certificate of Deposit of $20,000.00, effective October 11, 1984.

Motion Carried.

Audit Report Fiscal Year 1983/1984. In the absence of Mr. Kauffelt, Chairman, Mr. Stern reported that the annual audit of cash receipts and disbursements for the fiscal year ended June 30, 1984 was received a few minutes prior to the Board Meeting from Arnett and Foster, Certified Public Accountants. After distributing copies of the audited Finance Report and accompanying Management Letter to each Board Member present, he added that the auditing firm was mailing a copy to the State Tax Commissioner as required, and that the Library would be sending copies to the Board of Education of the County of Kanawha, Kanawha County Commission, the City of Charleston and the West Virginia Library Commission, as it has done in recent years.

Mr. Stern said that the auditors had given us an "unqualified opinion," meaning that the accounts were in good order and that the lack of detailed suggestions as to changes in the accompanying management letter indicated that procedural recommendations made by them in previous years had been taken care of. He reviewed the report briefly, including comments on the book expenditures and comparison with expenditures of the previous year, for various other accounts. After discussion, Mr. Stern said the Audit Report will be referred to the Budget Committee for its formal review and report to the Board.

Audit of Special Funds. Mr. Stern suggested that the matter of auditing of Special Funds be tabled until the next board meeting.

Long Range Planning Committee. In the absence of Mrs. Smith, Chair, Mrs. Rugeley reported that the Long Range Planning Committee met with representatives of the Elk Valley, Sissonville and Cross Lanes Library Boards for the purpose of equalizing the 1984/1985 contributions. She said the meetings were productive. Mrs. Rugeley stated that recommendations had been sent to the three library boards. The Long Range Planning Committee hopes to have the reaction of the three branch Library Boards by October 25, 1984, after which

the committee will then meet to prepare recommendations to be submitted to the Library Board at its November meeting.

There being no further business, the meeting on motion adjourned.

Second Vice-President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 12, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 12, 1984 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Smith
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, president, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the October 8, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 329 ($26,237.91) and General Bills List No. 329 ($39,019.88) duly certified and approved in accordance with the Bylaws, and on motion of Mrs. Smith, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 327 ($991.68) duly certified and approved in accordance

with the Bylaws, and on motion of Mrs. Smith, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Audit Report for 1983/1984. Mr. Kauffelt, Chairman, reported that the Budget Committee met in the Library Board Room at 3:30 p. m. prior to the regular board meeting to review and examine the Audit Report for 1983/1984 as submitted by Arnett and Foster, the Library's CPA auditors.

The Library Director reported that new audit selection procedures were implemented by the State Tax Department effective July 1, 1980. Factors of evaluation include the following:

I. Technical Skill

a) Organizational size, structure and location of firm

b) Qualifications of staff assigned to do work

c) Prior experience in auditing programs financed by federal, state, county, municipal, or local governmental bodies

d) Firm's understanding of work to be performed

II. Cost of Audit

a) Lowest price of all proposals

A vendor's proposal may receive a possible score of 100 in evaluation points from the State Tax Department; 75 of which are awarded on technical skill and the remaining 25 points on cost of audit. The newly designed guidelines are expected to generate fairness and reasonableness and to avoid conflicts in the selection of private accounting firms.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Audit Report, which includes a Financial Report with accompanying Management Letter, for fiscal year 1983/1984, be received and filed.

Motion carried.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $340,000.00, yielding 8.51%, purchased from the Charleston National Bank, to mature on November 13, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
November 13, 1984	$285,000.00	November 20, 1984
November 20, 1984	225,000.00	November 27, 1984
November 27, 1984	295,000.00	December 4, 1984

Copies of the November, 1984 Cash Management Scheduling Worksheet were distributed.

Personnel Committee. Dr. Bannerot, Chair, reported that the Search Committee, consisting of Ms. Goode, Mr. Stern and himself, had interviewed three candidates for the position of Adult Services Librarian V. He stated that combining Adult Circulation Department and Reference Department under a single head had been recommended in the "Reclassification Survey," submitted by Ms. Janeann King in May, 1984 and had been mentioned in the original presentation of that report to the Board. Dr. Bannerot added that while this added a new slot in the Library's organization chart, it did not entail an addition to the staff. At present there are four full-time librarians in Reference and five full-time librarians in Circulation. Under the new plan, there will still be a total of nine librarians: four in Reference, and four in Circulation and the new Adult Services Librarian heading both Departments.

The Committee recommended that Ms. Sara Sue Wright be promoted from Chief, Adult Circulation Librarian to Adult Services Librarian V. After

discussion, upon motion by Dr. Bannerot, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That Ms. Sara Sue Wright be promoted from Chief, Adult Circulation Librarian to Adult Services Librarian V at an annual salary of $23,808.00, effective November 10, 1984.

Motion carried.

Long Range Planning Committee. Mrs. Rugeley, Acting Chairman, reported that the Long Range Planning Committee met on November 5, 1984, to consider individual contribution request letters received from the Cross Lanes, Elk Valley and Sissonville Branch Advisory Boards, respectively. These letters had been requested by the Committee subsequent to individual meetings between the Committee and members of the local Boards. Mrs. Rugeley reported that the Committee unanimously recommended that the Board adopt a two-year "equalization" package.

After discussion, upon motion of Mrs. Rugeley, seconded by Mr. Stowers, it was unanimously

RESOLVED, That the Long Range Planning Committee recommends to the Library Board of Directors the following contribution requests for a two-year period, as follows

	Cross Lanes	Elk Valley	Sissonville
1984/1985	$2,500.00	$3,000.00	$3,000.00
1985/1986	3,000.00	3,000.00	3,000.00

Motion carried.

It was also the unanimous recommendation of the Committee that the contribution requests be thoroughly re-explored well before the end of the two-year schedule period.

After further discussion, upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Long Range Planning Committee recommends to the Library Board of Directors that the two-year contributions request schedule, just adopted, be carefully re-evaluated well prior to June 30, 1986, the end of the schedule period.

Motion carried.

There was some discussion on the $9,000.00 contribution arrearage of the Elk Valley Library. Afterwards, it was suggested that the matter be referred to the Long Range Planning Committee for further study.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 10, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 10, 1984 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mrs. Gallian
Mrs. Glasser
Mr. Kuhns
Mr. Moss
Mr. Ray
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant and Miss Helen Virginia Goode, Personnel Officer.

Dr. Wallace, president, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the November 12, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 330 ($28,028.62) and General Bills List No. 330 ($25,867.53) duly certified and approved in accordance with the Bylaws, and on motion of Dr. Bannerot, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 328 ($1,428.58) duly certified and approved in accordance with the Bylaws, and on motion of Dr. Bannerot, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director read a letter that appeared in the Reader's Forum of The Charleston Gazette on December 6, 1984. The letter written by Eugene Walker of Charleston alleged harassment in the Main Library by the Library's security officer.

The Library Director detailed the incident, as reported to him by Mr. Edward Clark, Security Officer, and then read the draft of a proposed reply.

After considerable discussion, it was the sense of the meeting that no letter be sent.

Report of Committees.

Building and Grounds Committee.

Bid Opening for Coin-Operated Photo Copier and Shelving. Mr. Santrock reported that bid opening for the coin-operated photo copier and shelving was held on December 4, 1984 at 2:00 p. m. in the Library Board Room.

Bids received for the coin-operated photo copier are recorded as follows:

BID TABULATION

Coin-Operated Photo Copier

Bidder	Make	Model	Basic Bid
Hamilton Business Systems	Savin	895	$3,885.00
Hamilton Business Systems	Savin	765	2,885.00
Charleston Cash Register	Sharp	SF815 CNC	4,995.00
Quorum Corp	Ricoh	5050	6,390.00
Quorum Corp	Ricoh	4085	4,640.00
Quorum Corp	A B Dick	9958	4,098.00

American Office Systems	3M	583	5,292.00
Xerox	Xerox	1045	7,220.00

Bids received for shelving are recorded as follows:

BID TABULATION

Shelving

Bidder	Brand	Bid
Rose City Press	Inter-Royal	$6,552.55
R. M. Huffman Co.	Aetnastak	4,538.00
Thomas Office Supply	Wilson	4,397.12

Mr. Santrock reported that the Committee was studying and reviewing the bids and recommended that the Committee, following its evaluation, be authorized to submit a purchase order for the copier and for the shelving.

After discussion, upon motion of Mr. Ray, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Building and Grounds Committee be authorized, after further study, to make bid awards for the coin-operated photo copier and shelving and to report its decision at the next Board Meeting.

Motion carried.

Energy Conservation. The Library Director reported that in January, 1984, the WEX Corporation had been asked to do an energy audit for Dunbar, Elk Valley and St. Albans Libraries. He said we need programmable thermostats in the three branches. WEX Corporation said the job of installing the proper equipment to reduce energy in the three branches will cost $10,326.00.

The Library Director stated that $4,000.00 was brought forward from the 1983/1984 Budget for this project and asked that $7,000.00 be transferred from the accumulated amount in the Salary Account because of librarian vacancies that have existed since the first of the fiscal year.

After discussion, upon motion by Mr. Santrock, seconded by Mr. Ray it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to enter into a contract with St. Albans Metal Works for the installation of programmable thermostats and associated energy-saving equipment at the Dunbar, Elk Valley and St. Albans Branch Libraries, for a sum not to exceed $10,326.00; and

BE IT FURTHER RESOLVED, That this expenditure be paid for from the $4,000.00 carried forward from the 1983/1984 Budget for this purpose plus transfer to the Furniture and Equipment account of $7,000.00 from underspent Salary Accounts

Motion carried.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $250,000.00, yielding 11.5%, purchased from the Charleston National Bank to mature on December 11, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
December 11, 1984	$230,000.00	December 18, 1984
December 18, 1984	190,000.00	December 26, 1984
December 26, 1984	190,000.00	January 2, 1985

Copies of the December, 1984 Cash Management Scheduling Worksheet were distributed.

Personnel Committee. The President welcomed Miss Ginny Goode, Personnel Officer, after an introduction by Dr. Bannerot, Chairman, who reported that the Personnel Committee met on Monday, December 10, 1984, prior to the regular board meeting to study the "Proposed New Policy for Unused Accrued Sick Leave Time Upon Retirement."

The Assistant Director, responding to Miss Goode's request for background on this proposal, reported that the 1984 West Virginia Legislature had provided

that hospital/medical insurance premiums for retiring State and County School Board employees be paid by the employer according to the number of accrued sick leave time at retirement. He concluded by saying that the proposed policy was in keeping with the Board's established practice of paralleling Kanawha County School employees' fringe benefits, as far-as practicable. He added that the Library's proposed policy puts a cap on the number of accrued days that can be used--thus containing the cost--while the legislature does not.

Miss Goode then stated that the Library wants to reward the retiring employees who have not abused sick leave privileges. The proposed policy would limit premium payments by the Library to a maxim of 36 months to retiring employees, at age 62 or beyond, with single coverage and to a maximum of 24 months for those with family coverage. Present policy of permitting unlimited accumulation of unused sick leave during the term of employment would not be changed.

In addition, the proposed policy would also provide a cash benefit, not to exceed $3,600.00 to those qualifying retiring employees who are not covered by hospital/medical coverage at time of retirement. Miss Goode said that this benefit, affecting about one of seven employees, was not dealt with in the legislation. She pointed out that non-covered employees will have saved the Library very substantial premium costs.

There then ensued a discussion of costs. The Assistant Director stated that the maximium cost per retiring employee, at current premium rates, would by $3,600.00, spread over two to three years. He stated that the maximum number of retiring employees benefiting under the proposal between now and the year 2000 would be nine and that the projected maximum cost in any one year would be about $14,000.00.

After a general discussion and upon motion of Dr. Bannerot, seconded by Mr. Moss, it was unanimously

RESOLVED, That the "Proposed New Policy" for Unused Accrued Sick Leave Upon Retirement," hereinafter cited, be and is hereby adopted.

The policy is as follows:

NEW POLICY FOR UNUSED ACCRUED SICK LEAVE TIME UPON RETIREMENT

INTRODUCTION

These new benefits to retiring employees, as outlined below, in no way affect the present policy of permitting unlimited accumulation of sick leave time during an individual's period of employment.

UNUSED SICK LEAVE AT THE TIME OF DEATH OR TERMINATION

Any unused portion of an employee's sick leave time will be cancelled at the death of an employee or upon termination of employment, except upon retirement at age 62 or older.

UNUSED SICK LEAVE UPON RETIREMENT AT AGE 62 OR OLDER

For Employees Who Have Hospital/Medical Insurance Coverage Under the West Virginia Public Employees Insurance Board Plan ("WVPEIB Plan") or a Similar Group Insurance Plan That May Be Adopted Hereafter By The Kanawha County Public Library ("KCPL Plan") at the Time of Retirement and Retire After January 1, 1984.

a. On or after January 1, 1984 when an employee of Kanawha County Public Library (KCPL) having hospital/medical insurance coverage in his/her name under the WVPEIB Plan or KCPL Plan when he/she retires on or after his/her 62nd birthday, ("participating employee") the unused portion of such participating employee's accrued sick leave time, if any, shall be credited toward an extension of his/her hospital/medical insurance coverage provided under the applicable plan.

b. A person who is merely a dependent under the applicable Plan is not a participating employee for purposes of applying earned extended insurance coverage.

c. When a participating employee retires, he/she must continue coverage in his/her name in order to use the unused portion of the employee's accrued sick leave time as a credit for extended insurance coverage under the plan.

d. A participating employee satisfying all the terms and conditions set forth in paragraphs a, b and c above shall be entitled to extended insurance coverage benefits as follows:

Single Coverage	Family Coverage
For each two (2) days of unused accrued sick leave, one month's premium of hospital/medical insurance will be paid by the KCPL, up to a maximum of 36 months.	For each three (3) days of unused accrued sick leave, one month's premium for hospital/medical insurance will be paid by the up to a maximum of 24 months.

e. All benefits payable under this provision shall terminate upon the death of such employee.

For Employees Who Do Not Have Hospital/Medical Insurance Coverage Under the WVPEIB Plan or a Similar KCPL Plan at the Time of Retirement and Retire After January 1, 1984.

a. On or after January 1, 1984, when an employee of KCPL who does not have hospital/medical insurance coverage under the WVIB or KCPL Plan when he/she retires on or after his/her 62nd birthday, such employee shall be entitled to the following benefits:

(i) For each day of the unused portion of such employee's accrued sick leave time, the employee will receive $50.00, up to a maximum of $3,600.00.

(ii) Payment to such employee will be made in monthly installments over a period of not more than 36 months, less any deductions required by law.

(iii) All benefits payable under this provision shall terminate upon the death of such employee.

Special Resources Committee. In the absence of Mr. Ellis, Chairman, the Library Director reported that he had spoken with Mr. Ellis and communicated, by letter, with other members of the committee (Gallian, Kuhns and Ray) on the matter of purchasing a Hewlett Packard 150 Micro Computer and a Medium Speed Printer with some supporting equipment. The Library Director stated that this equipment will be used for on-line ordering of books and will, as a by-product, automatically distribute/discharge encumbrances to the proper book accounts. He added that the equipment will be used also for budget-making purposes and

for quick-access to personnel records. He reported that there was money available in the Steele A. Hawkins, Jr. Trust Fund and the Arthur Hanson Memorial Fund. The total cost of the computer and printer will be approximately $7,700.00.

After discussion, upon motion of Mr. Kuhns, seconded by Mrs. Gallian, it was unanimously

> RESOLVED, That the Library Director be authorized to purchase the computer equipment as recommended for a sum of $7,700.00, of which $3,500.00 will be paid from the Steele A. Hawkins Jr. Trust Fund and $4,200.00 from the Arthur Hanson Memorial Fund.

Motion carried.

NEW BUSINESS

American Library Association Midwinter Conference. Upon motion of Mrs. Smith, seconded by Mrs. Gallian, it was unanimously

> RESOLVED, That the Library Director and the Assistant Library Director be authorized to attend the American Library Association Conference to be held in Washington, D. C., January 5-9, 1985 and that expenses for both not to exceed $1,475.00 be paid.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 14, 1985

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 14, 1985 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mr. Ellis
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mrs. Smith
Mr. Wallace

Also present were Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant. Mrs. Sara Sue Wright, Adult Services Librarian, Mr. Charles McMorran, Library Automation Specialist and Miss Helen Virginia Goode, Personnel Officer, were also present for the first part of the meeting. Mr. Winowich, Library Director, was absent because of illness.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the December 10, 1984 meeting were approved.

Library Director's Monthly Report. In the absence of the Library Director, the Assistant Library Director gave a brief report. He reported that the Library Director and he had attended the American Library Association Midwinter Meeting held in Washington, D. C. on January 5-9, 1985. He said they spent a great deal of time in recruiting librarians for the positions

vacant at the Library. He said children's librarians are now especially difficult to recruit.

The Assistant Library Director reported that Miss Ammar was in receipt of a letter from Dr. Bannerot. It reads as follows:

"1/5/85

"Dear Miss Ammar,

"I have received notice of the Board Meeting of 1/14/85. As I may have mentioned, I will have to be on sabbatical until after Easter. This will save you a phone call to me for the next while! But of course I will want to keep abreast of library affairs by means of minutes, etc.

"My vacation over the holidays gave me a chance to read Eco's "Name of the Rose." Such a book about libraries!

Happy New Year to all!

Fr. Fred"

Long Range Planning. Mrs. Sara Sue Wright, Adult Services Librarian, gave an updated report on the SELF Committee (Staff Evaluation Library Future). Positive accomplishments in which SELF has played an important part include:

1. Completion of the Users Survey.
2. Completion and implementation of the Job Classification Survey and and some staff reorganization that has followed from it.
3. Automation Project.

Mrs. Wright reported that the great amount of staff time taken by the "accomplishments" and the further cut of available time due to unfilled librarian openings have seriously curtailed further SELF activities. She expressed the hope that SELF would soon pick up the tempo.

Library Automation. Mr. Charles McMorran, Library Automation Specialist, gave a progress report on the Library's Automation Project. His report included the following:

1. Training sessions are going extremely well.

2. 40,000 bibliographic records, from the Library's own OCLC cataloging, have been loaded into the data base and the loading of the patrons registration files is well under way.

3. The circulation of library materials through the Automated Circulation System can be expected on or about July 1, 1985. Decisions on the method and timing of retrospective conversion, yet to be made, could affect this projected date. Mr. McMorran expressed the hope that the decision would be to effect the retrospective conversion within a short time frame so that the expensive-to-maintain public card catalog be discarded and replaced by more efficient and easier to use on-line Public Access Terminals.

4. The Library's Hewlett-Packard mini computer has performed very well; we have had less down-time from equipment failure than expected.

Personnel Committee. Miss Goode spoke briefly of her first months at the Library. Salient topics she touched on were:

Review of Things Done (Partial)

1. Meetings with department chiefs and separately; with department/branch personnel to discuss how she, departmental chiefs and other personnel can help each other. Also visits to branches.

2. Assumption of the interviewing functions.

3. Presentation of a seven-session basic supervision course to department/branch chiefs.

4. Establishment of regular weekly meetings with Director and Assistant Director.

5. Completed a recommendation, with input from Director and Assistant Director, for use of accrued sick leave by retiring employees, which was subsequently approved by the Board.

Continuing and Future Projects (Partial)

1. Review of existing personnel policies and procedures with redrafting as appropriate. Substantive revisions, if any, will be submitted to the Board.

2. Development of performance rating procedures and forms.

3. Preparation of an employee handbook.

4. Prepare a training and development outline for all staff levels.

5. Carefully study authorized department/branch staffing levels in view of changes in job duties that will follow from full operation of Automated Circulation System. Similarly review job classifications.

Miss Goode reported that Kim Dankovich had been employed as Community Relations Librarian in the Circulation Department beginning January 24, 1985, at an annual salary of $15,600.00.

Miss Goode also reported that the Search Committee, consisting of Mr. Stowers, member of the Board's Personnel Committee, Mrs. Wright, Mr. Stern and herself, had interviewed two candidates, who are present members of the staff, for the position of Chief, Adult Circulation Department, (Librarian III). Miss Goode stated that the Search Committee recommended Mrs. Sylvia Newman, who is presently an Assistant Reference Librarian (Librarian I) for the position. She gave a brief summary of Mrs. Newman's personal and professional qualifications.

After discussion, upon motion of Mrs. Smith, seconded by Dr. Hairston, it was unanimously

RESOLVED, That Mrs. Sylvia Newman be promoted from Assistant Reference Librarian to Chief, Adult Circulation Department (Librarian III) at an annual salary of $18,540.00, effective February 28, 1985.

Motion carried.

Approval of Bills. The Assistant Library Director submitted Book Bills List No. 331 ($21,849.31) and General Bills List No. 331 ($34,244.28) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by

the Assistant Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 329 ($1,900.31) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Hairston and duly adopted, it was ordered that the bills set out on the said be paid.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $190,000.00, yielding 11.75%, purchased from the State of West Virginia to mature on January 15, 1985. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
January 15, 1985	$225,000.00	January 22, 1985
January 22, 1985	165,000.00	January 29, 1985
January 29, 1985	235,000.00	February 5, 1985

Copies of the January, 1985 Cash Management Scheduling Worksheet were distributed.

Proposed Budget for 1985/1986 - A Preliminary Report. Mr. Kauffelt, Chair, stated that he, the Director and Assistant Director had reviewed a Tentative Budget draft for 1985/1986. He foresaw quite modest increases over the Revised 1984/1985 Budget because projected income for 1985/1986 looks to be only slightly higher than this current year.

The Assistant Director elaborated by stating that income from the Library's three levying authorities will be only a few percentage points greater than this year and that prudence suggests that State Grant-In-Aid be

budgeted at less than this year's actual receipts. The Assistant Director stated that the favorable effects of legislatively/ mandated property valuation increases will not be felt before 1986/1987 and, possibly, not until 1987/1988.

The Assistant Director reported that the Library Director and he will be meeting with Mr. Kauffelt and/or Dr. Wallace and/or the Board's Budget Committee between January 24, 1985 and the next Board Meeting, February 11, 1985, as needed.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, Mr. Stern reported that the Library faced with an emergency, had to replace the shaft assembly and fan on the 20-year old air handling unit at a cost of $3,696.00. He said it was urgent to get the job completed as quickly as possible and reported that the Library Director had discussed the matter with Mr. Santrock before taking action.

Upon motion of Mrs. Smith, seconded by Mrs. Rugeley it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to replace the shaft assembly and fan on the air handling unit at a sum not to exceed $3,800.00.

Motion carried.

Mr. Stern also reported that Thomas Office Supply Inc. had been awarded the bid for steel shelving at the sum of $4,397.12. He also reported that the Charleston Cash Register Co. had been awarded the bid of $4,995.00 for one

coin operated Sharp Photocopier to be placed in the Reference Department of the Main Library. These awards implemented resolutions passed by the Board at its December 10, 1984 meeting.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 11, 1985

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 11, 1985 at 3:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Smith
Mr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the January 14, 1985 meeting were approved.

Library Director's Monthly Report. The Library Director presented another progress report on the LIBRARY/MUSEUM concept. Information on the subject had been presented previously by Dr. Wallace and Nicholas Winowich. A draft of the proposal will be submitted to all members of the Library Board and to the Long Range Planning Committee, Helen Smith, Chair, for its comments and evaluation. Action by the Library Board could be taken as early as April 8, 1985 when the Library Board is scheduled to hold its regular meeting. Briefly, the document will submit the following:

1. To provide a local history museum which will reflect the life of the Kanawha Valley through its people, communities, institutions, business and industry.
2. To secure additional storage space to accommodate an enlarged and growing collection of library materials.
3. To provide additional office space which is presently inadequate.
4. To secure funding so that a feasibility could be made. Afterwards, there were comments and questions.

Approval of Bills. The Library Director submitted Book Bills List No. 332 ($23,903.65) and General Bills List No. 332 ($36,699.99) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 330 ($8,920.38) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and duly adopted, it was ordered that the bills set out on the said list be paid.

Retirement of Miss Ruth E. Figgatt. Mrs. Rugeley, member of the Personnel Committee, reported that Miss Ruth Edwina Figgatt, Chief Processing Services Librarian, will retire on February 25, 1985 after 33 years of service. There were some comments on Miss Figgatt's long years of service and devotion to the Library. Mrs. Smith was asked to plan an affair to recognize Miss Figgatt.

Discussion followed. Afterwards, upon motion by Mrs. Rugeley, seconded by Mr. Kauffelt, it was resolved that Miss Figgatt's retirement be accepted

with appreciation and regret and that the following be spread upon the minutes of this meeting:

WHEREAS, Ruth E. Figgatt served the Kanawha County Public Library as a member of its staff since July 1, 1952; and

WHEREAS, Ruth E. Figgatt was awarded a Certificate of Merit on October 12, 1984, by the West Virginia Library Association which reads as follows:

RUTH EDWINA FIGGATT
Certificate of Merit
West Virginia Library Association
October 12, 1984

Remember, when

...A librarian's salary was $3,216

When

...Fords and Chevrolets were selling for $1,499

When

...A dozen eggs cost only 29 cents

When

...Rio Grande was known as a college in Ohio and not just a river in Texas

When

...Marshall was a college

and When

...Kanawha County Public Library was still located at Lee, Hale and Dickinson Streets

Our Honoree for the 1984 West Virginia Library Association Certificate of Merit can recall all of this. You see, she was practicing this "thing" called librarianship in Ohio at Rio Grande College and subsequently at Fairmont State College.

She is dedicated to her church and to her friends. She is a collector of miniature books, stamps and handicrafts.

There are some of us in this room who remember her 1968 Presidential Year when she served the West Virginia Library Association with skill, honor and dignity as its President.

She continues to maintain a busy schedule of library activities as Chief Cataloger at the Kanawha County Public Library and one who is closely involved in the creation of her institution's data base.

She loves to travel having gained that interest, I suppose, from her preacher father, now deceased, who traveled often throughout West Virginia carrying the message of God. Her mother, born in Wales, encouraged the family to visit abroad so that her daughter, Ruth E. Figgatt, would know and learn something of her "roots."

Kanawha County Public Library Board of Directors on the occasion of The Library's 75th Anniversary, held on June 3, 1984, recognized Ruth E. Figgatt with a "Tribute of Appreciation" for her 32 years of loyal service.

It is with pleasure and pride that we of WVLA present this Certificate of Merit to Ruth Edwina Figgatt for her many years of service as teacher, cataloger, extension and adult circulation librarian and perhaps more importantly - as a nice person and good human being.

/s/ Charles E. McMorran

Charles E. McMorran
President, Elect
West Virginia Library Association

/s/ Nicholas Winowich

Nicholas Winowich
Presentor

Harper's Ferry
October 12, 1984

BE IT RESOLVED, That we accept the retirement of Ruth E. Figgatt with appreciation and regret and in so doing record this expression of affection and appreciation for her services to the Kanawha County Public Library; and

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to her.

Motion carried.

Chief, Technical Processing Position. Mrs. Rugeley reported that due to the retirement of Miss Ruth E. Figgatt, Chief, Technical Processing, effective February 25, 1985, Ms. Claudia Benton, Assistant, Technical Processing Services was interviewed for the position on February 8, 1985. Mrs. Rugeley gave a brief outline of Ms. Benton's personal and professional qualifications. The Committee recommended that Ms. Benton be promoted from Assistant, Technical Processing Services, Librarian II, to Chief, Technical Processing Services, Librarian III.

After discussion, upon motion by Mrs. Rugeley, seconded by Mr. Kauffelt it was unanimously

RESOLVED, That Ms. Claudia Benton be promoted from Assistant, Technical Processing Services, Librarian II to Chief, Technical Processing Services, Librarian III at an annual salary of $22,128.00, effective February 28, 1985.

Motion carried.

Personnel Committee.

Change of Employment Status of Personnel Officer. In the absence of Dr. Bannerot, Mrs. Rugeley reported that the Personnel Committee met at 2:30 p. m. in the Library Board Room prior the regular Library Board meeting to consider changing the position of Personnel Officer from part-time to full-time. Mrs. Rugeley spoke on the work of Miss Virginia Helen Goode, who

is presently Personnel Officer on a part-time basis. She stated that the responsibilities of the Personnel Officer requires full-time attention. She spoke briefly on the personnel projects that would be encountered by Miss Goode. Some of the projects are: policy manual, procedures manual, staff evaluation forms and others.

Mr. Stern explained how the Library will handle the additional cost of $1,665.00 for two months - May and June. He said the additional cost for the Budget 1985/1986 will be partially offset by reduction of a full-time custodian position to part-time.

After discussion, upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That the employment status of Helen Virginia Goode as Personnel Officer be changed from part-time to full-time effective May 1, 1985 at an annual salary of $19,896.00 which is equivalent to Librarian Pay Grade 3.

Motion carried.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $335,000.00, yielding 11.95%, purchased from the State of West Virginia to mature on February 12, 1985. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
February 12, 1985	$300,000.00	February 19, 1985
February 19, 1985	260,000.00	February 26, 1985
February 26, 1985	350,000.00	March 5, 1985

Copies of the February, 1985 Cash Management Scheduling Worksheet were distributed.

Budget for Fiscal Year 1985/1986. Mr. Kauffelt, Chairman, reported that the Budget Committee had met to consider the proposed Budget for fiscal year 1985/1986, as prepared by the Assistant Library Director in consultation with the Library Director and him. Mr. Kauffelt stated that it was learned that the Kanawha County Public Library will receive more money than it was anticipated.

The Assistant Library Director distributed copies of the report prepared by him entitled "Comments on Proposed 1985/1986 Expense Budget, Run Date 02/06/85" to the members present. Copies of the Proposed Budget for 1985/1986 had been mailed to all library board members before the board meeting.

The Assistant Library Director presented a detailed analysis of the proposed 1985/1986 budget document stressing these points.

1. Income:

    a. Total requests to the levying authorities are $1,811,765.00 3.6% greater than this year. This amount is about $45,000.00 greater than originally planned for due to estimates on the new valuation totals received last Monday from Mr. Kuhns.

    b. Branch support will be down slightly because of the "equalization" of 1984/1985 and 1985/1986 contributions from Cross Lanes, Elk Valley and Sissonville, as approved by the Board at its November 12, 1984 Meeting.

    c. State GIA is budgeted at $2.70 per capita. This is down from this year's $2.88 per capita. The presence of a new administration in the State House and the failure of the "Road and School Board Amendment"in the November 1984 elections suggests budgetary cautions.

2. Expenses:

    a. Salaries. The 1985/1986 payscale has been increased about 1½%. The scale increase plus the seniority step will result in total salary increases of about 5.6% for the 73 employees (out of 92) who are moving up a full step or more on the seniority level. Entry level for Library Clerk I will be $8,820.00 ($4.22 per hour), increasing from $8,700.00 ($4.17 per hour). This is better than State Civil Service but still well under Kanawha County Schools and City of Charleston.

Entry level for Librarian I (MLS degree from an ALA-accredited school) $15,600.00), the best in West Virginia public libraries, and still competitive in the regional/national labor market for librarians though below the median. Our difficulties in filling existing librarian job openings cast doubt on the adequacy of our librarian payscale.

Staffing is increased by a full-time clerical assistant to the Automated Circulation System Manager. The change of the part-time Personnel Officer position to full-time is partially offset by the change of one Custodian position from full-time to part-time. The total wage bill, including the new position, is 5.0% greater than this year's budget.

b. Fringe Benefits are down. A further saving may be effected from a new hospital/surgical insurance program sponsored by the West Virginia Library Association. This program will be thoroughly explored by management and the Board's Insurance Committee.

c. Library Materials shows a 6.6% increase over this year's budget. Historically, Library Materials expenditures have always been higher than Budget because unspent balances in other accounts are usually shifted to Library Materials towards the end of the fiscal year.

d. Other Expenses. Operation expenses are budgeted at 11.2% over this year. Most of this increase is in four accounts: Service Contracts, Utilities, Furniture and Equipment and Repairs and Maintenance. It is important to note that the last two accounts, Furniture and Equipment and Repairs and Maintenance have been seriously under budgeted in the last few years, particularly the latter.

After discussion, upon motion by Mr. Kauffelt, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Budget for 1985/1986, in the amount of $2,542,383.00, be approved as presented.

Motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Mr. Kauffelt moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1985, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Rugeley, and upon a vote being taken, the motion carried unanimously.

Mr. Kauffelt moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1985, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Rugeley, and upon a vote being taken, the motion carried unanimously.

Mr. Kauffelt moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1985, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Rugeley, and upon a vote being taken, the motion carried unanimously.

There being no further business, the meeting on motion adjourned.

Director

Assistant Secretary

BUDGET 1985/1986
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$ 653,273	
Clericals	803,447	
Custodial	107,443	
	$1,564,163	
Fringe Benefits		
Social Security	106,000	
Health Insurance	125,700	
Workers Compensation	6,900	
West Virginia Unemployment - Self Insurance	1,000	
	$ 239,600	
Library Materials		
Books	$ 255,270	
Binding	7,825	
Audio-Visual	21,528	
Periodicals	40,377	
	$ 325,000	
Other Expenses		
Non-Salary Personnel Expense	$ 1,451	
Building Supplies	6,400	
Furniture and Equipment	24,007	
Comprehensive Insurance	20,000	
Miscellaneous Expense	11,700	
Office and Library Supplies	52,500	
Processing Costs	33,000	
Repairs and Maintenance	21,000	
Service Contracts	68,000	
Travel	10,202	
Utilities	130,959	
Vehicles	12,500	
	$ 391,719	
TOTAL OPERATING EXPENSES		$2,520,482
NON-OPERATING EXPENSES		
Automated Circulation System		13
Long Range Planning Project		1
Unallocated		1
Unanticipated Income Clearing Account		1
TOTAL BUDGET - KCPL		$2,520,498
OTHER LIBRARIES		
Clendenin	$ 3,707	
Nitro	18,179	
TOTAL AFFILIATES		21,886
GRAND TOTAL		$2,542,384

Other Income

Cross Lanes	$ 3,000	
Dunbar	15,000	
Elk Valley	3,000	
Glasgow	3,600	
Marmet	3,500	
St. Albans	22,322	
Sissonville	3,000	
Miscellaneous	42,000	
Interest	17,000	
South Charleston Automation Fee	2,400	
State - Special Grant	34,093	
State - Grant-In-Aid	581,704	
TOTAL - OTHER INCOME	$ 730,619	
Appropriated Funds		
Board of Education	$ 782,690	
County Commission	782,690	
City of Charleston	246,385	
TOTAL - APPROPRIATED FUNDS	$1,811,765	
GRAND TOTAL		$2,542,384

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

sition	Employee	Monthly Salary	Annual Salary
rarian, St. Albans		$ 1,373	$16,476
erence Librarian		1,373	16,476
erence Librarian		1,373	16,476
culation Librarian	Kim Dankovich	1,373	16,476
ension Librarian	Teresa Tower	1,401	16,812
nch Librarian, Sissonville		1,497	17,964
cessing Librarian		1,497	17,964
nch Librarian, Clendenin	Jean Andrews	1,515	18,180
nebound Librarian	Sara Thompson	1,527	18,324
nch Librarian, Glasgow/Marmet	Anna Parker	1,553	18,636
ief, Children's Librarian	Ava Elizabeth Hand	1,557	18,684
nch Librarian, Cross Lanes	Margaret Karkos	1,588	19,056
tension Librarian	Daisy Stemple	1,588	19,056
rculation Librarian	Eugene Fleisher	1,606	19,272
ference Librarian	Lois Leasure	1,606	19,272
ief, Circulation Librarian	Sylvia Newman	1,631	19,572
tension Librarian		1,631	19,572
nch Librarian, Elk Valley	Linda Hill	1,652	19,824
rsonnel Officer	Helen Virginia Goode	1,684	20,208
rculaton Librarian	Zetta Walker	1,786	21,432
nch Librarian, Dunbar	Stephen Crowley	1,867	22,404
ief, Processing Librarian	Claudia Benton	1,946	23,352
nch Librarian, St. Albans	Marguerite Palmer	1,984	23,808

SALARIES - LIBRARIANS

ition	Employee	Monthly Salary	Annual Salary
ef, Reference Librarian	June Martin	2,024	24,288
lt Services Librarian	Sara Sue Wright	2,097	25,164
omation Systems Specialist	Charles McMorran	2,162	25,944
ef, Extension Librarian	Jo Ellen Flagg	2,406	28,872
istant Director	Joel Stern	2,958	35,496
rector	Nicholas Winowich	3,845	46,140
SUB-TOTAL			$625,200
URLY			
stitutes			16,880
day Service			11,193
SUB-TOTAL			$ 28,073
ND TOTAL			$653,273

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

sition	Employee	Monthly Salary	Annual Salary
rary Clerk I, Children's	Deborah Lee	$ 764	$ 9,168
rary Clerk I, Children's	Pamela Mollohan	764	9,168
rary Clerk I, Circulation	Constance White	764	9,168
rary Clerk I, Circulation	Joan Peters	795	9,540
brary Clerk I, Extension	Raymond Garner	811	9,732
brary Clerk I, Cross Lanes	Jeannette Higginbotham	811	9,732
brary Clerk I, Sissonville	Darline Burdette	827	9,924
brary Clerk I, Catalog	Dora Skeens	860	10,320
brary Clerk II, St. Albans	Delores Berry	876	10,512
brary Clerk II, Extension	Deborah Charlton	876	10,512
brary Clerk II, Circulation	Jessica Harper	876	10,512
brary Clerk II, Circulation	Barbara Straughter	876	10,512
brary Clerk II, Dunbar	Daniel Dixon	911	10,932
brary Clerk I, Extension	Linda Irving	912	10,944
brary Clerk I, Catalog	Sharon Megginson	930	11,160
brary Clerk I, Children's	Mary Burgess	977	11,724
brary Clerk I, Administration	Alfreda Jackson	977	11,724
brary Clerk I, Circulation	William McDowell	977	11,724
brary Clerk I, Dunbar	Rosalind Reid	977	11,724
brary Clerk I, Dunbar	Shirley Williams	977	11,724
brary Clerk II, Extension	Angela Harper	985	11,820
brary Page	J. Edward Topliff	996	11,952
ata Entry Operator	Sandra Dempsey	1,003	12,036
brary Clerk II, Administration		1,003	12,036

SALARIES - CLERICAL

sition	Employee	Monthly Salary	Annual Salary
ɔilibrary Driver	Alonza Thomas Wiseman	$ 1,003	$12,036
ɔrary Clerk II, Extension	Phyllis Jordan	1,024	12,288
ɔrary Clerk II, St. Albans	Barbara Riley	1,024	12,288
ɔrary Clerk II, Elk Valley	Shirley Smyth	1,024	12,288
itchboard Operator	Mary Jo Jackson	1,026	12,312
itchboard Operator	Sara Meadows	1,026	12,312
ɔrary Clerk III, Dunbar	Wanda Good	1,043	12,516
ta Entry Operator	Barbara Jackson	1,043	12,516
ɔrary Clerk III, Clendenin	Lucy Frazier	1,064	12,768
ɔrary Clerk II, Extension	Arrietta Burgess	1,065	12,780
ɔrary Clerk II, Circulation	Paula McCormick	1,065	12,780
ministrative Aide	Janet Adams	1,107	13,284
ɔrary Clerk III, Sissonville	Janie Derrick	1,107	13,284
ɔrary Clerk III, Marmet	Traletta Wallace	1,107	13,284
ɔrary Clerk II, St. Albans	Victoria Cox	1,108	13,296
ɔrary Clerk II, Extension	Nancy Pennington	1,108	13,296
ɔrary Clerk II, Reference	Onnalee Arcuri	1,152	13,824
ɔrary Clerk II, Extension	Mary Frances Lee	1,152	13,824
ta Entry Operator	Susan Ferguson	1,173	14,076
ministrative Aide	Mary Penn	1,173	14,076
ɔrary Associate I	Jay Pauley	1,193	14,316
ta Entry Operator	Vicki Moore	1,197	14,364
ta Entry Operator	Sandra Trimble	1,197	14,364
ɔrary Clerk III, Elk Valley	Nova Casto	1,220	14,640
ɔrary Clerk III, Glasgow	Maria Farley	1,220	14,640

SALARIES - CLERICAL

tion	Employee	Monthly Salary	Annual Salary
ary Clerk III, St. Albans	Bridget Herndon	$ 1,220	$14,640
ary Clerk III, Cross Lanes	Sandra Sue Martin	1,220	14,640
Collector	Ronald Finney	1,263	15,156
ary Clerk III, Children's	Betty Jane Harper	1,263	15,156
ary Clerk III, Circulation	Cortez Johnson	1,263	15,156
ary Clerk III, Extension	Franca Martin	1,263	15,156
ncial Clerk	Virginia Banning	1,307	15,684
ary Associate II	Mae Thomas	1,479	17,748
nistrative Assistant	Lorena Ammar	1,942	23,304
SUB-TOTAL			$736,392
rly			
ılarly			55,045
lay Service			12,010
SUB-TOTAL			$ 67,055
ND TOTAL			$803,447

Fringe Benefits

Social Security	
Calendar 1985 contributions - 7.05% on earnings up to $39,600 Calendar 1986 contributions - 7.15% (est.) on earnings up to $39,600 (est.)	$106,000
Health Insurance	
West Virginia Public Employee Insurance	114,000
Dental and Eye Care Insurance	11,700
Worker's Compensation	
Amount based on all employees at $.40 per $100	6,900
West Virginia Unemployment: Self-Insurance	1,000
	$239,600

Library Materials

Books

Children's	(Pro Forma)	$ 17,000
Circulation	(Pro Forma)	69,000
Extension	(Pro Forma)	52,000
Reference	(Pro Forma)	41,000
Cross Lanes	(Pro Forma)	9,000
Dunbar	(Pro Forma)	12,000
Elk Valley	(Pro Forma)	9,000
Glasgow	(Pro Forma)	6,000
Marmet	(Pro Forma)	6,000
St. Albans	(Pro Forma)	17,000
Sissonville	(Pro Forma)	8,500
Freight In and Jackets	(Pro Forma)	6,500
		$253,000
Audio Visual	(Pro Forma)	21,000
Binding	(Pro Forma)	9,000
Periodicals	(Pro Forma)	42,000
		$325,000

SALARIES - BUILDING

ition	Employee	Monthly Salary	Annual Salary
todial Worker	Carrol G. Simmons	$ 758	$ 9,096
todial Worker	Emanuel Robinson	904	10,848
todial Supervisor	Donald Bain	1,003	12,036
todial Worker	James George	1,046	12,552
urity Officer	Edward Clark	1,128	13,536
lding Superintendent	Jimmy Snyder	1,314	15,768
SUB-TOTAL			$73,836
rly			
ularly Scheduled (at Branches)			32,102
day Service			1,505
SUB-TOTAL			$ 33,607
ND TOTAL			$107,443

Non-Salary Personnel Expenses

ork Study Programs	$ 950
ecurity Officers	1
ersonal Services Contracting	500
	$1,451

Building Supplies

Fluorescent tubes and incandescant lamps	$1,900
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	4,500
	$6,400

Furniture and Equipment

hspecified	$24,007

Comprehensive Insurance

Comprehensive Insurance	$20,000

Miscellaneous

Legal advertising	$ 500
Audit	4,000
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	800
Interview Expenses	1,000
Printing	500
Library Programs	3,400
	$11,700

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationary, printed forms and other supplies	$11,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	25,700
Postage	
Postal cards, stamped envelopes and stamps	11,800
Automated Circulation System	4,000
	$52,500

Processing Costs

Processing Costs	$33,000

Repairs and Maintenance

General repairs and maintenance	$21,000

Service Contracts

Office Machines	$ 5,700
Library Machines	8,600
Elevators (3)	8,600
Air Conditioning	5,200
Other	1,300
Rentals	17,000
Automated Circulation System	21,600
	$68,000

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in Morgantown, WV	$1,000
Director, Assistant Director and staff Librarians to attend American Library Association annual Summer Meeting in Chicago, Illinois	3,600
Staff Development, Workshops and Seminars	4,000
Other	1
Director and Assistant Director to attend American Library Association Midwinter meeting in Chicago, Illinois	1,600
Director and one staff librarian to attend Middle Atlantic Regional Library Federation meeting (none during 1985/1986)	1
	$10,202

Utilities

Electricity	$ 76,550
Fire Service Fee, Charleston	1,050
Gas	13,350
Sewerage	2,400
Telephone	32,434
Water	5,175
	$130,959

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$ 5,000
Mobilibrary - maintenance	4,000
Other Vehicles - maintenance	3,500
	$12,500

Non-Operating Expenses

Automated Circulation System	$13
Long Range Planning Project	1
Unallocated	1
Unanticipated Income Clearing Account	1
	$16

Affiliate Libraries

Clendenin Library	$ 3,707
Nitro Library	18,179
	$21,886

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 11, 1985

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 11, 1985 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mr. Ellis
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith
Mr. Stowers
Mr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Miss Ginny Goode, Personnel Officer, Miss Ruth Figgatt, Chief, Catalog Department, (Retired); Mrs. Cortez Johnson, Miss Mae Thomas, Mrs. Betty Jane Harper and Ms. Claudia Benton were present for the first part of the meeting.

Mrs. Smith, First Vice-President, presided until the arrival of Dr. Wallace. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 11, 1985 meeting were approved.

Mrs. Smith made a few comments about Ruth E. Figgatt who retired as Chief, Catalog Librarian effective February 25, 1985. The Library Director also gave an affectionate summary of the activities, professional and personal, in which Miss Figgatt was involved during her thirty-three years of dedicated and selfless service to Kanawha County Public Library. The Library Director introduced some of the members of the staff who had worked with Miss Figgatt during her many years at the Library. They were: Miss Mae Thomas, Mrs. Cortez Johnson, Mrs. Betty Jane Harper, Ms. Claudia Benton and Miss Lorena Ammar. Mrs Smith then presented Miss Figgatt with a beautiful Waterford crystal bowl on behalf of the Library Board as an expression of affection and appreciation for her services to the Kanawha County Public Library for so many years.

The Library Director then presented a dozen American Beauty Red Roses to Miss Figgatt on behalf of the Library Board. Miss Figgatt accepted the gifts. She spoke briefly on the experiences at the Library.

Miss Figgatt, Mrs. Johnson, Mrs. Harper, Miss Thomas and Ms. Benton were then excused from the meeting.

The Library Director reported that Gretchen Schwinger was also retiring effective April 8, 1985. He spoke briefly on Miss Schwinger's services at the Library since she joined the Library staff on December 1, 1968. A reception was being planned for Miss Schwinger. He said her position will be re-evaluated to see if it should be filled on a part-time or full-time basis.

The Library Director stated that Mr. Arthur Clayton Long would retire effective June 30, 1985 because of ill health. Mr. Long joined the staff in April, 1979. His position has been filled by a part-time person.

Approval of Bills. The Library Director submitted Book Bills List No. 333 ($19,581.12) and General Bills List No. 333 ($70,877.19) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 331 ($4,239.17) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Insurance Committee. Miss Goode reported that the Insurance Committee met to study the hospitalization program for the library employees. She said survey forms have been sent to staff members to secure data on the relation between individual or family unit medical expenses and total individual family and medical expenses. She said that other methods of cost containment were being explored, specifically including staff member contributions to the cost of family coverage. She indicated that a meeting with the Insurance and Budget Committees would be held before the April meeting with the hope that a recommendation could be brought to the Board for consideration at that meeting.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $350,000.00, yielding

11.95%, purchased from the State of West Virginia to mature on March 12, 1985. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
March 12, 1985	$275,000.00	March 19, 1985
March 19, 1985	215,000.00	March 26, 1985
March 26, 1985	215,000.00	April 2, 1985

Copies of the March, 1985 Cash Management Scheduling Worksheet were distributed.

Current Fiscal Year Receipts and Expenditures. Mr. Stern reported on the fiscal year's total expenditures and receipts, based on actual figures through February 1985 and fiscal projections for the balance of the year. He said the Library will have $38,000.00 more income for the current year than expenditures mainly because of (1) longstanding librarian vacancies and (2) failure, so far, to use $20,000.00 allocated for salaries for persons who are to be involved in the data input project. Mr. Stern stated that the Library needs to replace one of its two older vehicles--the library's sedan purchased in 1975 or the station wagon purchased in 1978. He estimated a new vehicle would cost approximately $10,000.00.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Stowers, it was unanimously

RESOLVED, That the Library Director, be and is hereby authorized to purchase one vehicle to replace one of the two vehicles at an estimated cost of $10,000.00.

Motion carried.

Building and Grounds Committee.

West Sattes Elementary School. Mr. Santrock reported that Kanawha County Board of Education expects to close West Sattes Elementary School at the end of the current school year. He said that Mr. Winowich, Mr. Stern, Miss Flagg and he met with Mr. Carl Young of Kanawha County Schools, to discuss the possibility of leasing or buying the school property. Mr. Santrock stated that leasing was not an option. He said the building would be sold upon approval of its closing by the State School Superintendent and then being declared surplus by the Kanawha County Board of Education.

The Library Director said the reason the Library would like to obtain the facility was to house a rapidly growing collection of library materials and, possibly, for non-public service departments. He said that the property, if offered, would cost between $100,000.00 to $200,000.00 to buy. He suggested that he be given authorization to submit a proposal to the Kanawha County Commission for Revenue Sharing money for such purpose. After considerable discussion, it was the sense of the meeting that consideration of the proposal be deferred.

Code of Patron Behavior. Mrs. Rugeley spoke on the Code of Patron Behavior that was approved by the Library Board at its April 8, 1981 meeting. She said there has been concern about a handful of patrons whose personal hygiene was offensive to other patrons and staff. Mrs. Rugeley said the Building and Grounds Committee suggested that an amendment, reviewed and approved as to its legality and enforceability by John Charnock, Charleston's City Attorney, be made to the Code of Patron Behavior regarding this problem.

After discussion, upon motion of Mr. Ray, seconded by Mrs. Gallian, it was moved that an amendment be added to the Code of Patron Behavior approved April 8, 1981 to read as follows:

> "Persons whose personal hygiene is a source of disturbance to other patrons or staff and/or interferes with other patrons' use of the library will be barred from the Library Building until the source of disturbance is removed."

Motion carried.

Replacement of a Humidifier. The Library Director reported that the Library's 20-year old humidifier is beyond repair and must be replaced before the onset of the air conditioning season. He estimated its replacement cost to be about $10,000.00/$12,000.00. The Library Director stated that he would contact an architectural/engineering firm on this matter. It was suggested that the matter be referred to the Building and Grounds Department.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 8, 1985

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 8, 1985 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mr. Santrock
Mrs. Smith
Mr. Stowers
Mr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the March 11, 1985 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1985. Included were the following:

A Nation of Readers is the slogan for the National Library Week emphasis of April 14-20, 1985. Kanawha County Public Library, with the help of staff and friends, will highlight such festivities as the following:

1. Fine Free Week which is expected to encourage delinquent library borrowers to return overdue materials without payment of a fine. Our concern is to recover most

overdues, which incidentally, are the newer acquisitions to the materials collection. In 1984, it was estimated that nearly 1,000 books were returned.

2. A special National Library Week reception, which included ice-tea and cookies, was prepared by Sara Thompson, Chair, National Library Week Committee and Pam Mollohan/Mary Lou Roberts, Members, and served to the Library Board Members who were present.

3. Other events include, but are not limited to the following: Puppet Shows throughout the system, photograph contest, balloon launch, fashion show, essay contest, movies, juggling, Chinese cooking lesson, special exhibits similar to the one scheduled for Town Center.

4. Processing of library materials (Cataloging and shelf preparation) was unsatisfactory for a long period of time because of illness (eventual retirement) and absences of two key persons in our Catalog Department. However, the pregnancies are over, for the time being, a new cataloger was found and employed and the materials are, once again, on the shelves for use by patrons and staff. A total of 1,948 volumes, in March, 1985 were added to the collection which totals 540,521 volumes. It is expected that 2,500 volumes will be processed and added to the collection in April, 1985.

5. Annual circulation of library materials, for fiscal year 1983/1984 totals 1,290,218.

   Additional steel shelving was purchased for adult services and installed on the fifth floor in the corridor. The 34 sections are expected to hold 6,800 books.

6. For lack of a suitable name, the environmental unit which provides cooling, heating, humidity and dehumidification to the computer room, upon automatic demand, was "struck" by a sudden surge of power or lightning during the afternoon of Friday, March 29, 1985 and ceased to operate. There were some damages ($650.00) to control devices and contact points; all recoverable through insurance less the deductible. The seriousness of the situation was such that the millions of volts which passed through some "early warning devices" (fuses) could have struck the computer and its expensive supporters. It did not. We were lucky.

7. A copy of the latest draft of Winowich's library/museum proposal is available for mailing to the Long Range Planning Committee members (H. Smith, Chair, Bannerot, Gallian, Ellis, Hairston and Rugeley) for their consideration and evaluation.

8. The West Virginia Legislature is considering a bill to amend that part of the West Virginia Code which relates

to public libraries in general and the willful retention of library property in particular. Several persons testified on March 26, 1985 before the Senate Committee on the Judiciary. We (Donna King, Librarian, South Charleston Public Library; Fred Glazer, Executive Director, West Virginia Library Commission and I) emphasized our needs and concerns to recover library property which are long overdue and have not been returned to the lending institutions in spite of hercullan effort. Subsequently, a hearing will be held before the House Committee on the Judiciary where it is also expected to be approved for passage.

9. A five-year extension of the Library Services and Construction Act (LSCA) was signed into law on October 17, 1984. The State of West Virginia is expected to receive $259,940.00 for fiscal year 1984/1985; and, the same amount the following year.

   Some aspects of the legislation are noted as follows:

   Title I. Public Library Service includes funding for:

   Automation grants, blind and physically handicapped and service to institutions.

   Title II. Public Library Construction includes funding for:

   Construction of new libraries and renovation of existing libraries.

   Title III. Interlibrary Cooperation includes funding for:

   Resource sharing among libraries of all types involving West Virginia Library Commission, Public libraries and college/university libraries.

   Title VI. Library Literacy Programs includes funding for:

   Promoting the use of voluntary services of individuals, agencies and organizations, acquisitions of materials and using library facilities for literacy programs.

Approval of Bills. The Library Director submitted Book Bills List No. 334 ($48,420.07) and General Bills List No. 334 ($33,126.10) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 332 ($1,156.68) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and duly adopted, it was ordered that the bills set out on the said list be paid.

Insurance Committee. Mr. Moss reported that he had received a recommendation from Management last Thursday on a policy revision for employee surgical/hospital coverage, now carried with the West Virginia Public Employees Insurance Board (PEIB). He asked members of the Committee to stay after the regular board meeting for a short meeting to discuss the recommendation.

Damages to Elk Valley Branch Library. Mr. Kauffelt reported that a suit is being brought against the Elk Pinch Public Service District, Lisbon Contractor, Inc. and the Buckeye Union Insurance Co. The complaint is for the flooding damages at the Elk Valley Branch Library in April 1983, caused by dynamite blasting in connection with the laying of sewer lines in the area.

The Library is suing for $12,240.70.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $275,000.00, yielding 12.00%, purchased from the State of West Virginia to mature on April 9, 1985. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
April 9, 1985	$285,000.00	April 16, 1985
April 16, 1985	180,000.00	April 23, 1985
April 23, 1985	295,000.00	April 30, 1985
April 30, 1985	375,000.00	May 5, 1985

Copies of the April, 1985 Cash Management Scheduling Worksheet were distributed.

Finance Committee Cash Management. Mr. Stern reported that $30,000.00 of the SPECIAL GIFT FUND now invested in the 182-Day Money Market Certificate, at 10.20%, held under safekeeping receipts at Kanawha Valley Bank, would mature April 11, 1985, earning $1,523.93. Upon motion of Mr. Kauffelt, seconded by Mr. Stowers, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $35,000.00 of the SPECIAL GIFT FUNDS in two (2) 182-Day Money Market Certificates of Deposit of $10,000.00, and one (1) 182-Day Money Market Certificate of Deposit of $15,000.00, effective April 11, 1985.

Motion carried.

Underexpended and Overexpended Balances. Mr. Kauffelt reported that, based on very recent projections completed by the Assistant Library Director, the Library's actual 1984/1985 expenditures will be about $30,000.00 less than its 1984/1985 income. He also reported that there will be several accounts in the budget for the fiscal year that will be overexpended and several will be underexpended. After discussion, upon motion by Mr. Kauffelt, and seconded by Mr. Stowers, it was unanimously

> RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1985, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1985; and
>
> RESOLVED FURTHER, That the Library Director be and is hereby authorized to purchase books and other library needs with remaining unexpended balance.

Motion carried.

Management was also instructed to devise methods of reporting anticipated underexpended and overexpended budget line items on a regular, ongoing basis.

Personnel Committee. Mrs. Rugeley reported that Miss Joyce Ann Davidson of Waco, Texas, has been appointed Librarian I, Children's Librarian, at the St. Albans Branch Library. She gave a brief outline of Miss Davidson's personal and professional qualifications. Miss Davidson began work on March 11, 1985 at an annual salary of $16,224.00, (Librarian I, Step 2).

Building and Grounds Committee. Mr. Santrock reported that the Library must take action on the broken-down humidity-control steam boilers. Zando, Martin and Milstead, Architects and Engineers with whom the Library Director consulted, costed out three remedies:

Purchase new gas steam boilers	$16,000.00
Purchase new electric boilers	13,000.00
Refurbish present units	6,000.00

The Library Director stated that the engineers recommend to refurbish the present unit at an estimated $6,000.00 cost. It was suggested the Library purchase a maintenance contract including that, after refurbishing, quarterly inspections and "blowdowns" at an annual $600.00 - $700.00 cost.

The Library Director said it would take two or three months if we go out on bid on the refurbishing. It was suggested that the Library Director ask Zando, Martin and Milstead to write the specifications.

After discussion, upon motion of Mr. Santrock, seconded by Dr. Hairston, it was unanimously

> RESOLVED, That the Library Director, be and is hereby authorized to ask the firm of Zando, Martin and Milstead, Inc. Architects and Engineers to draw up specification for the refurbishing of the humidity-control steam boilers so that written quotation may be invited or the work put out for legal bids as decided by the by the Building and Grounds Committee.

Motion carried.

After further discussion, upon motion of Dr. Hairston, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the Building and Grounds Committee be authorized to refurbish the present steam boiler units at a cost not to exceed $6,000.00

Motion carried.

Long Range Planning Committee. Mrs. Smith, Chair, reported that the Library will be looking into the possibility of a library/museum. She said that documentation is being prepared by the Director and Staff. The Committee will make a recommendation to the Library Board after studying the document.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 13, 1985

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 13, 1985 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mr. Ray
Mr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Miss Helen V. Goode, Personnel Officer, was present for the first part of the meeting.

In the absence of Dr. Wallace, President, Mrs. Smith, First Vice-President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 8, 1985 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 335 ($33,288.85) and General Bills List No. 335 ($35,116.94) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Dr. Bannerot, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 333 ($1,969.72) duly certified and approved in accordance

with the Bylaws, and on motion of Mr. Ellis, seconded by Dr. Bannerot and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Insurance Committee. In the absence of Mr. Moss, Chairman, Miss Goode, Personnel Officer, gave a report on the Insurance Committee's recommendation on the policy revision for medical/health insurance plan coverage now carried with the West Virginia Public Employees Insurance Board (PEIB). Copies of the recommendations were distributed to the members present. She reported that the Library Director, Assistant Director and she had met with the Department Heads to study and discuss the revisions.

After considerable discussion, upon motion of Mr. Wallace, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the recommendations presented by the Insurance Committee on the policy revision of the Library's medical/health insurance plan covered by the West Virginia Insurance Board be accepted as presented to become effective July 1, 1985.

Motion carried.

The recommendations are recorded as follows:

1) Continue coverage through Public Employees Insurance Board

2) Continue to pay 100% of single coverage beginning with the 13th month of coverage for those full time staff members who wish such coverage. (The employee pays 30% during the first 12 months of employment)

3) Discontinue paying family coverage for any full time staff member hired on or after July 1, 1985

4) Slowly phase out payment for family coverage for those who currently have such coverage and are on the payroll June 30, 1985 as shown on Schedule A. (See Employee Contribution Percentage).

5) In recognition of the additional costs to be borne by those affected by the change in policy on family coverage, a partial allowance will be given to eligible employees, based on seniority, as shown in Schedule A. (Partial Allowance), to be filed with the minutes.

6) This new policy will be reviewed by the Library Board on an annual basis.

Assuming no increase in premiums, the savings at the end of the sixth year would be $38,352.00. Assuming a 4% increase, the savings at the end of the same period would be $41,301.00.

After adoption of the resolution, it was suggested that the material presented be simplified and clarified as much as possible with particular attention to a clear definition of "eligible employees."

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, the Library Director reported that one bid had been received (West Virginia Heating and Plumbing) in response to legal ads placed in The Charleston Daily Mail and The Charleston Gazette to refurbish two (2) Coats Electric Powered Steam Boilers as authorized by the Library Board of Directors at its meeting held on April 8, 1985. The bid was for $6,000.00. The work was limited to the following: (1) cleaning the vessels and (2) the installation of Coats Boiler parts purchased by Kanawha County Public Library. The project did not include the purchase and installation of automatic blow down equipment. Subsequent technical discussions with Robert Doeffinger, Engineer, of Zando-Martin and Milstead, Inc. indicate that an automatic "blow down" addition would be highly desirable.

Mr. Doeffinger also recommended that the Library accept West Virginia Heating and Plumbing Company's offer to do the repairs on a time and material basis at a cost not to exceed $4,000.00 and to reject their bid of $6,000.00. If this course is followed, the total cost would be $8,500.00--an estimated $4,000.00 for labor and miscellaneous materials under the time and materials arrangement plus $4,500.00 for replacement and blow down parts.

After discussion, upon motion of Mr. Ray, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Library Board enters into an agreement with West Virginia Heating and Plumbing Company to refurbish the steam boilers on a time and materials basis at a sum not to exceed $4,000.00 on the condition that it be approved as legally acceptable.

Motion carried.

Authorization To Transfer Vehicle To Board Of Education. The Library Director recommended that the Library's 1978 Chevrolet Van, for which a replacement vehicle was ordered on December 6, 1984 but has not yet been received, be transferred without charge to the Vocational Department of Kanawha County Schools. The Library Director reported that the old Van needs repairs in excess of $2,000.00 to make it operational again and, further, that he had assurances that the replacement vehicle would be delivered within the next two weeks.

After discussion, upon motion of Mr. Ellis, seconded by Mr. Wallace, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to transfer the 1978 Chevrolet Van to the Vocational Department of Kanawha County Schools.

Motion carried.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $375,000.00, yielding 12.01%, purchased from the State of West Virginia to mature on May 14, 1985. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
May 14, 1985	$470,000.00	May 21, 1985
May 21, 1985	320,000.00	May 28, 1985
May 28, 1985	325,000.00	June 4, 1985

Copies of the May, 1985 Cash Management Scheduling Worksheet were distributed.

Additional Grant-In-Aid for 1985/1986. In the absence of Mr. Kauffelt, Chairman, Budget Committee, Mr. Stern reported that additional Basic Grant-In-Aid income of $38,780.00 is expected for 1985/1986. He said the $2.70 per capita is in the Budget. The projected amount is $2.88 per capita. He also reported that an additional Hospitalization Grant income of $3,409.00 is expected for 1985/1986. He presented a schedule showing additional receipts and proposed additional 1985/1986 expenditures. The schedule is as follows:

ADDITIONAL RECEIPTS FOR 1985/1986

and

PROPOSED ADDITIONAL 1985/1986 EXPENDITURES

SOURCE OF ADDITIONAL 1985/1986 INCOME	
Additional Income for 1985/1986:	
Additional GIA ($2.88 Projected vs. $2.70 Budgeted)	$ 38,780.00
Additional WVLC Insurance Grant	3,409.00
TOTAL 1985/1986 ADDITIONAL INCOME	$ 42,189.00
APPLICATION OF ADDITIONAL 1985/1986 INCOME	
Reserve for Possible "Governor's Executive Cut" ($0.0519 per capita)	$ 11,189.00
Salaries for Retro Conversion	29,000.00
Furniture and Equipment	2,000.00
TOTAL ADDITIONAL 1985/1986 APPLICATION	$ 42,189.00

The Assistant Director then outlined the need to provide money for the initial phase of Retrospective Conversion which will begin when library materials start circulating through the Automated Circulation System in late July, 1985. He said that present plans call for adding 60,000 bibliographic records to the circulation systems data base in 1985/1986 at an estimated cost of $52,000.00--$29,000.00 for labor and $23,000.00 for purchase of machine-readable bibliographic records. Adding to the 41,000 records already loaded from our five years of OCLC Cataloging, we will have about 100,000 records at the end of 1985/1986, approximately half of all the records to be added.

The Assistant Director then suggested how the 1985/1986 $52,000.00 Retrospective Conversion Project could be funded: $29,000.00 from the additional 1985/1986 income of $42,189.00 mentioned earlier and $23,000.00 from the unexpended $23,552.00 balance from accumulated Automated Circulated System (ACS) appropriations. The Assistant Director then detailed the ACS unexpended balance:

ACS Appropriations, as detailed in the Minutes of the August 13, 1984 Board of Directors Meeting:

1981/1982 Budget	$ 50,000.00
1983/1984 Budget	26,774.00
1983/1984 Additional	101,000.00
1984/1985 Budget	17,971.00
Total ACS Appropriations	$195,745.00
ACS Expenditures to date net of reimbursements including $3,000.00 from South Charleston Public Library, not yet received	172,193.00
Unexpended ACS balance	$ 23,552.00

Motion Carried.

Upon motion of Mr. Ellis, seconded by Mr. Ray, it was unanimously

RESOLVED, That the additional income of $42,189.00 received from the Basic Grant-In-Aid ($38,780.00) and the Hospitalization Grant ($3,409.00) be applied to the Budget 1985/1986 as shown, including $29,000.00 for the Retrospective Conversion Project.

Motion carried.

Upon motion of Mr. Ellis, seconded by Mr. Ray, it was unanimously

RESOLVED, That the $23,000.00 from the unexpended balance of the Automation Project be authorized to be spent for bibliographic records for the Retrospective Conversion Project.

Motion carried.

After discussion, upon motion of Mr. Ellis, seconded by Mr. Ray it was unanimously

RESOLVED, That the Library Board authorize the expenditures of $52,000.00 for the Retrospective Conversion Project: $29,000.00 to hire part-time employees and $23,000.00 for bibliographic records.

Motion carried.

Audit for 1984/1985. The Library Director reported that the firm of Arnett and Foster had been appointed by the State Tax Commissioner to conduct the audit of Kanawha County Public Library for the period July 1, 1984 through June 30, 1985 for a fee not to exceed $4,000.00. The Library Director reviewed the procedures chosen in the deciding factor of the selection of an auditor.

He also reported that the Library was in receipt of a Uniform Contract to Audit Accounts (an agreement prepared by the State Tax Department which explains

the services to be rendered by the firm of Arnett and Foster in performance of the audit for fiscal year 1984/1985, signed by John W. Kee, Partner, Arnett and Foster dated May 10, 1985 and signed by Helen Burgy for Michael E. Caryl, Chief Inspector, dated May 2, 1985). The Library Director stated that the Agreement is the same as last year's. Following discussion, upon motion of Mr. Ellis, seconded by Mr. Wallace, it was unanimously

RESOLVED, That the President be and is hereby authorized to sign the Uniform Contract to Audit Accounts, as received.

Motion carried.

Personnel Committee. Dr. Bannerot, Chairman, reported that Miss Sara Joy Thompson was considered for the position of Community Services Coordinator. He said Miss Thompson is presently the Homebound Librarian in the Extension Department. He gave a brief outline of Miss Thompson's personal and professional qualifications. The Committee recommended that Miss Thompson be promoted from Homebound Librarian II to Community Services Coordinator, Librarian III, Step 2.

After discussion, upon motion by Dr. Bannerot, seconded by Mr. Wallace, it was unanimously

RESOLVED, That Miss Sara Joy Thompson be promoted from Homebound Librarian II to Community Services, Coordinator, Librarian III, at an annual salary of $19,572.00, effective July 1, 1985.

Motion carried.

Library Board Membership Committee. The First Vice-President reported that the Library Board Membership terms of Mr. Kuhns, Mr. Smith and Mr. Stowers were scheduled to expire on June 30, 1985. The First Vice-President appointed the following persons to serve on the Library Board Memberhsip Committee:

Mrs. Smith, Chair
Dr. Bannerot
Mrs. Glasser
Mr. Ray
Mr. Santrock

NEW BUSINESS

Nominating Committee - Election of Officers. The First Vice-President appointed Mrs. Rugeley, Chairperson, Dr. Hairston and Mr. Santrock to consider and to recommend nominations for election of officers for fiscal year 1985/1986.

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association would be held in Chicago, Illinois, July 6-11, 1985. Following discussion, upon motion by Mr. Ellis, seconded by Mr. Wallace, it was unanimously

> RESOLVED, That four staff members and the First-Vice President of the Library Board be authorized to attend the American Library Association Annual Conference scheduled to be held in Chicago, Illinois, on July 6-11, 1985 and that their expenses, not to exceed $3,900.00 be paid.

Motion carried.

Long Range Planning Committee. Mrs. Smith reported that the Long Range Planning Committee met on May 2, 1985 for the purpose of reviewing and discussing the proposed Museum/Library concept. Mrs. Terrell Eddins and Mr. Jim Thomas, members of the Charleston Renaissance Corp. were present at the meeting. Mrs. Smith reported that minutes of the May 2, 1985 meeting were mailed to the Committee members.

The next meeting of the Long Range Planning Committee is scheduled for Tuesday, May 21, 1985 at 9:00 a. m. in the Library Board Room.

There being no further business, the meeting adjourned.

Helen Fuskin Smith
First Vice-President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 10, 1985

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 10, 1985 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mr. Ellis
Mrs. Glasser
Dr. Hairston
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Smith
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the May 13, 1985 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 336 ($69,795.08) and General Bills List No. 336 ($56,176.76) duly certified and approved in accordance with the Bylaws, and on motion of Mrs. Rugeley, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 334 ($880.67) duly certified and approved in accordance with the Bylaws, and on motion of Mrs. Rugeley, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $325,000.00, yielding 12.50%, purchased from the State of West Virginia to mature on June 11, 1985. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
June 11, 1985	$280,000.00	June 18, 1985
June 18, 1985	270,000.00	June 25, 1985
June 25, 1985	275,000.00	July 2, 1985

Copies of the June, 1985 Cash Management Scheduling Worksheet were distributed.

Amended Budget 1984/1985. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1985. An amount of $132,339.16 of non-appropriated receipts was identified, explained and recorded as follows:

Non-Appropriated Receipts

1984/1985

Interest earned - over and above $14,500.00	$21,141.84
State of West Virginia - Hospitalization Grant	34,092.00
Book Sale	1,983.98
Book Sale	18.00
South Charleston Public Library - Automation	12,816.53

Marshall University - Automation	18,743.68
State of West Virginia - Refund on Microfilm	176.40
West Virginia Library Association - refund on office supplies	11.72
West Virginia Library Association - refund on office supplies	34.42
West Virginia Library Association - refund on office supplies	171.00
West Virginia Library Association - refund on office supplies	29.62
West Virginia Library Association - refund for MARLF	38.60
3M Company - refund on Service Contracts	581.00
State of West Virginia - Automation Grant	29,172.92
State of West Virginia - Automation Grant	122.48
State of West Virginia - Automation Grant	48.36
Ruth Figgatt - refund on West Virginia Library Association Conference Travel Allowance	131.25
State of West Virginia - Vocational Rehabilitation	1,207.50
Sylvia Newman - refund on MARLF Conference	60.00
Nicholas Winowich - refund on MARLF Conference	251.18
Nicholas Winowich - refund on MARLF Conference	266.56
Joel Stern - refund on American Library Association - Mid-Winter Conference	16.44
Aetna Insurance Company - refund for lost book	4.95
Radio Shack - reimbursement on library supplies	99.95
Motorola Company - refund on beeper	76.00
Esselte Pendaflex - rebate on library supplies	14.00
Esselte Pendaflex - rebate on library supplies	92.00
Esselte Pendaflex - rebate on library supplies	2.00
Aetna Life Insurance - lightning damage claim	645.58

Aetna Life Insurance - vandalism loss - Sissonville	256.00
Mountain Arts, Inc. - Library Programs	125.00
ZBS - refund on book	20.09
U. S. Treasury	174.00
State of West Virginia - West Virginia Library Commission - Trustee Grant	150.00
State of West Virginia - refund on Social Security	5,985.72
C & P Telephone Company - gift for Marmet Library	100.00
State of West Virginia - West Virginia Library Commission - refund for IBM equipment	3,899.00
	$138,330.87

After discussion, upon motion of Mr. Ray, seconded by Mrs. Glasser, it was moved that the Budget of the current 1984/1985 fiscal year be amended to reflect the list of non-appropriated receipts, shown above, as well as additional monies received between this date and June 30, 1985.

A final report will be submitted after all transactions will have been completed for the entire current fiscal year.

Outstanding Checks. Mr. Stern submitted a list of "stale" checks which should be cancelled, in keeping with standing recommendations of the Library's auditors, with the proviso that they may be reissued should valid claim arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check Number	Amount
7-19-83	Laura Battle	426572	$ 5.32
10-11-83	Lori K. Maddox	428340	1.00
10-25-83	Stephen Crowley	300381	6.87
1-10-84	Ronald A. Finney	300986	264.87
6-30-84	Stephen Crowley	302383	.79
7-17-84	Erica Shott	429890	3.54
11-21-84	Perry P. Dotson	430587	3.65
			$286.04

After discussion, it was moved by Mr. Ray, seconded by Mr. Stowers, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Projected End of the Year Cash Balance Report. The Assistant Director reported that we began the fiscal year with a cash and investment balance of $336,796.18 and will end the year, June 30, 1985 with a cash and investment balance of about $260,000.00, based on the latest projection. He also reported that the year's Library Materials expenditures would be about $355,000.00, considerably above the original budget amount of $305,000.00. This was made possible by additional GIA and Hospitalization Grant money from the Library Commission and from under spent balances of other line item accounts, particularly Salaries.

Building and Grounds Committee. The Library Director reported on the project to refurbish the two Coates electric powered steam boilers. Subsequent to the Library Board meeting held on May 13, 1985, the Kanawha County Public Library secured a letter agreement dated May 16, 1985 from West Virginia Heating and Plumbing Co., Inc. to repair and clean the boilers and install new Coates automatic blow down equipment, on a time and material basis, for an amount not to exceed $4,000.00. The Library also received a quotation from James B. Phillips Co., Inc. to furnish the automatic blow down equipment for the Coates boilers in the amount of $4,436.00. The Library director then stated to the meeting that it was necessary to proceed immediately with the repair and cleaning of the boilers and the installation of automatic equipment and upon advice of counsel, he issued purchase orders to West Virginia Heating & Plumbing Co., Inc. for the work and to James B. Phillips Co., Inc. for the equipment. After discussion, on motion of Mr. Ray,

seconded by Mr. Stowers and unanimously carried, the following resolutions were adopted:

RESOLVED, That the action of the Library Director in issuing a purchase order to West Virginia Heating & Plumbing Co., Inc., for $4,000.00 for the repairing and cleaning of the two Coates boilers and the installation of new automatic blow down equipment be ratified and approved; and

RESOLVED FURTHER, That the action of the Library Director in issuing a purchase order to James B. Phillips Co., Inc. for automatic blow down equipment for the boilers for $4,436.00 be ratified and approved.

Authorization to Sell Vehicle and Copier. The Library Director recommended that the Library's 1978 Chevrolet, Nova Sedan and the Xerox 4000 Copier be advertised for sale. He suggested that ads be placed in the Charleston Daily Mail and the Charleston Gazette. After discussion, upon motion of Mr. Ellis, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to advertise and to sell at the highest bidder the 1978 Chevrolet Nova Sedan and the Xerox Copier 4000.

Motion carried.

Library Board Membership Committee. Mrs. Helen Smith, Chair, reported that the Library Board Membership Committee--Mrs. Glasser, Dr. Bannerot, Mr. Ray and Mr. Santrock recommended that the following be nominated (i) Mr. Dewey E. S. Kuhns for a term of six (6) years beginning July 1, 1985, ending June 30, 1991, and (ii) Mr. Frank Stowers for a term of six (6) years beginning July 1, 1985, ending June 30, 1991. She said that Mr. Jim Smith will not serve another term. The Committee will make a recommendation to fill the vacancy created by Mr. Smith.

Following discussion, upon motion of Mrs. Smith, seconded by Mr. Ray, it was moved that the recommendations of the Committee be accepted. The motion carried.

The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Nominating Committee - Election of Officers. The President announced that Mr. Santrock will serve as Chairman of the Nominating Committee. Members of the Committee are Mrs. Rugeley and Dr. Hairston.

Special Resources Committee. Mr. Ellis, Chair, reported that the Special Resources Committee recommends that the Library Director be authorized to purchase a printer for the Hewlett Packard 150 microcomputer to replace the printer that is now on loan to the Library. The printer and microcomputer are in the administration office. The Committee recommends that the purchase be made from the Bernard Jacobson Fund. The Assistant Library Director reported that he had a quotation from the Computer Store for $1,799.00 and a $2,195.00 quotation from Computerland.

After discussion, upon motion of Mr. Kuhns, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to purchase a printer for the 150 Microcomputer from the Computer Store at a cost of $1,799.00 from the Bernard Jacobson Fund.

Motion carried.

Long Range Planning Committee. Mrs. Smith, Chair, reported that the Long Range Planning Committee met with members of the staff on June 6, 1985 for the purpose of discussing the proposed Library Museum concept. Copies of the minutes of the June 6, 1985 meeting were distributed to the members present and ordered

filed with the Minutes of this meeting. Mrs. Smith reported that the Long Range Planning Committee met with the members of the Charleston Renaissance Committee.

It was said that the Committee acknowledged the library's need of additional space for services and suggested that a concurrent library needs study be undertaken. The Library Director will investigate possible consultants.

Annual Meeting. It is expected that this meeting of July 5, 1985 will be adjourned for lack of a quorum to Friday, July 12, 1985 at the same time and in the same place.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 12, 1985

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 12, 1985 at 2:00 p. m. in The John V. Ray Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Ellis
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Ray
Mr. Santrock
Mrs. Smith
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

The President welcomed Mr. Jim Brown, President, Cross Lanes Library Board; Mr. Michael K. Starling, President, Elk Valley Library Board; Ms. Molly Nealer, President, Sissonville Library Board; branch librarians, department heads and staff listed later in this report.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Edward R. Lakey, Superintendent, Kanawha County Schools. It reads as follows:

"June 21, 1985

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"During the Regular Session of the Kanawha County Board of Education held on Thursday, June 20, 1985, the nominees for the Kanawha County Public Board of Directors were approved as follows:

1. Mr. Dewey E. S. Kuhns

2. Mr. Frank Stowers

"These appointments were made in compliance with the nominations made and adopted by resolution in the Library Board of Directors' meeting on Monday, June 10, 1985, and in accordance with your request of June 11, 1985."

Very truly yours,

/s/ Edward R. Lakey

Edward R. Lakey
Superintendent of Schools

ERL/bje
cc: Mr. David L. Accord"

The minutes of the June 10, 1985 meeting were approved.

Correction of the May 13, 1985 Minutes. Because of a calculation error by the Assistant Director, the Application of Additional Income of $42,189.00 presented at the May 13, 1985 Board Meeting should be amended, as follows:

Description	Amounts as Presented May 13, 1985	Revised Amounts
Reserve for Possible "Governor"s Executive Cut"	$11,189	$10,149
Salaries for Retrospective Conversion	29,000	29,000
Furniture and Equipment	2,000	2,000
GIA Pass Through to Clendenin	--	176

GIA Pass Through to Nitro	--	862
Automated Circulation System	--	2
Total	$42,189	$ 42,189

Upon motion of Dr. Bannerot, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the Application of Additional 1985/1986 Income of $42,189.00 presented at the May 13, 1985 Board Meeting be amended to reflect the revised amounts shown above.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 337 ($18,275.07) and General Bills List No. 337 ($32,706.96) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Mr. Kuhns, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 335 ($2,513.84) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $195,000.00, yielding 13.00%, purchased from the State of West Virginia to mature on July 16, 1985.

The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
July 16, 1985	$185,000.00	July 23, 1985
July 23, 1985	125,000.00	July 30, 1985
July 30, 1985	275,000.00	August 6, 1985

Long Range Planning Committee. Mrs. Smith, Chair and the Library Director both reported that space at the Main Library has become critical. There are immediate needs for shelving the growing book collections and for a media center to deliver films, audio and video cassettes, etc. more efficiently to patrons. A feasibility study should be made. This study would consider long term space needs in terms of long-term library objectives, the viability of expanding the present building as against expanding into a second building as against a completely new building, and the crucial matter of funding. While both Charleston Renaissance and the Kanawha Valley Bicentennial are very interested in our future plans, we must recognize that the primary responsibility for developing and implementing such plans properly fall to us. The Library Director was asked to secure information on the scope of such a study, consultants qualified to do it and costs.

President Speaks on American Libraries Magazine. Taking as his text the editorial in American Libraries, October 1984, about President Reagan and a senior high school librarian in Washington, D. C., Dr. Wallace spoke movingly about the importance of good libraries in communities as well as in schools and the importance of developing a broad base of popular support for libraries among the public.

Nominating Committee.

Election of Officers. Mr. Santrock, Chairman, reported that the Nominating Committee named the following persons for the offices as indicated for the fiscal year beginning July 1, 1985 and ending June 30, 1986.

President	- Mrs. Helen Smith
First Vice President	- Mr. John L. Ray
Second Vice President	- Dr. Fred Bannerot
Secretary	- Mr. Nicholas Winowich
Treasurer	- Mr. Nicholas Winowich
Assistant Secretary	- Mr. Joel Stern
Assistant Treasurer	- Mr. Joel Stern

Mr. Santrock moved, Mr. Kuhns seconded, that the report of the Nominating Committee be accepted. Upon motion of Mr. Stowers, seconded by Mr. Moss, it was moved that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Dr. Wallace thanked the Library Board for the privilege and opportunity of services as President, Kanawha County Public Library Board of Directors for three years, ending June 30, 1985. He said that he had enjoyed the responsibilities of the position and the honors. He also said there was some regret and sadness of leaving the position which he enjoyed.

Mrs. Smith then assumed the Chair of the Meeting.

Authorization to Sell Vehicle and Copier. Mr. Santrock reported that bids were received for the sale of the Library's 1978 Chevrolet, Nova Sedan and the Xerox 4000 Copier. The bids are recorded as follows:

1978 Chevrolet, Nova Sedan

Bidder	Amount
Willie L. Brooks	$200.00
Terry Clendenin	278.00
Bill C. G. Simmons	325.00

Upon motion of Mr. Santrock, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the Library accept the bid of Bill C. G. Simmons for the 1978 Chevrolet, Nova Sedan at a sum of $325.00.

Motion carried.

Xerox Copier 4000

Bidder	Amount
Terry Clendein	$57.00

Upon motion of Mr. Santock, seconded by Mr. Ellis, it was moved that the Library reject the bid of Terry Clendenin for the sale of the Xerox Copier 4000. Motion carried.

Report of Director. The Library Director introduced Presidents, Branch Library Board of Directors, heads of departments and staff members present. They were:

Jim Brown	- President, Cross Lanes Library Board
Dolores Ollice	- Board Member, Dunbar Library Board
Michael Starling	- President, Elk Valley Library Board
Molly Nealer	- President, Sissonville Library Board
Sandy James	- Member, Dunbar Library Board
Jim Snyder	- Building Superintendent
Donald Bain	- Custodial Supervisor
Edward Clark	- Security Officer
Charles McMorran	- Library Automation Specialist
Ginny Goode	- Personnel Officer
Sara Sue Wright	- Adult Services
Sylvia Newman	- Chief, Circulation Librarian
Daisy Stemple	- Extension Librarian
Bennie Robinson	- Technical Processing Librarian
Beth Hand	- Children's Librarian

All of the above spoke briefly about their department/branch's functions, purposes, programs and services. Questions and comments followed.

Copies of the "Mini Annual Report: 1984/1985: Our 76th Year" were distributed by the Assistant Library Director and highlights noted:

1. Adult Services Department. The Circulation Department and Reference Department have been consolidated into the Adult Services Department.

2. User/Non-User Patron Survey was completed late Summer 1984.

3. Energy Conservation. Programmable thermostats were installed at Dunbar, Elk Valley and St. Albans Libraries.

4. Retirement of staff members: Ruth Figgatt, Cortez Johnson, Clayton Long and Gretchen Schwinger.

5. Installation of the Automated Circulation System.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

NO ANNUAL REPORT WAS SUBMITTED FOR 1984/1985

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 12, 1985

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 12, 1985 at 4:00 p. m. in The John V. Ray Room of the Library.

The following members were present:

Dr. Bannerot
Mr. Ellis
Mrs. Glasser
Mr. Moss

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Miss Helen V. Goode, Personnel Officer, was present for the first part of the meeting.

In the absence of Mrs. Smith, President, and Mr. Ray, First Vice-President, Dr. Bannerot, Second Vice-President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the July 12, 1985 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of July, 1985. Included were the following:

1. The annual circulation of library materials continues to improve. Last year, during fiscal year 1984/1985 more of everything, including media materials such as films and video cassettes, were borrowed by library patrons. Our statistical reports, complied by Mr. Stern and "charted" by the computer, revealed a growth of 6.4% over the same

period during the previous fiscal year. Most lending agencies reported increases ranging from 2.2% (St. Albans) to 47.8% (bookmobile). Decreases were recorded at our correctional (Jail) Library (11.2%) and at our Elk Valley Branch (0.4%).

2. The American Library Association announced on July 6, 1985 that Mrs. Carol S. Fulks of Kanawha Rapid Transit Camera Club received honorable mention in the "Nation of Readers" national photograph contest sponsored by ALA. Fulk's entry, in color, in the adult division was entitled, "Grand Mary Reads to Us Often."

3. A banner story, "Kanawha County Public Libraries Entering Computer Age" appeared in the Charleston Daily Mail on Monday, July 30, 1985 and reads as follows:

> Maybe you can't tell a book by its cover, but the computer can do this and more as computerized checking out of library books began today at area libraries.
>
> The new system went into effect at the Kanawha County Public Library and its Cross Lanes, St. Albans and Dunbar branches.
>
> Other branches will be added as follows: Glasgow, July 30; Clendenin, July 31; Marmet, August 1; Sissonville, August 6; Nitro, August 7 and Elk Valley, August 8.
>
> The technological side of the job is being handled by a computer named DALIS, an acronym for Direct Library Information System. The human side is the job of check-out clerks using electric scans enabling DALIS to read bar codes. Bar codes are zebra-inspired lines similar to those on retail merchandise tags and groceries.
>
> They drive humans nuts but make perfect sense to computers. Since July 1984, all new books received by the library system have been bar-coded and catalogued and borrowers cards' were barcoded as patrons checked out books.
>
> Checking out books by computer will save time and protect the privacy of patrons says Chuck McMorran, KCPL automation librarian. He explained, "All the clerk has to do is run the wand across a bar code on the patron's card and one in book being borrowed. Codes are matched internally in the computer. When the book is returned, the clerk wands it and the computer erases all memory of that transaction. There will be no record of who is reading what."

Computerizing the check-out system also is expected to make life simpler for the truly absent-minded book-borrowers and less pleasant for those with a bent toward larceny. DALIS is programmed to automatically send notices every 10 days to patrons with overdue books. After a book is 40 days overdue, the borrower will be billed for the full price of replacing the book. If this notice is ignored, the computer notifies a human. A new tough state library law makes the overdue book involvee guilty of a misdemeanor and liable to a fine of up to $200. McMorran said libraries may send a uniformed officer to arrest the delinquent borrower.

KCPL has requested bids and hopes to have new plastic library cards for patrons by Sept. 1. These will gradually replace the current ones. New cards will not expire unless the patron has violated borrowing rules. At two-year intervals, DALLIS will automatically mark the card for rechecking of addresses and other information.

McMorran says there may be a few slow-downs at first in the computer check-outs since only about 18,000 of the circulating books in the main library have been bar-coded. By February 1986, they hope to have some 60,000 additional records entered. Then librarians using visual display terminals can quickly check on whether or not a book is owned by the library and where it is.

As books are bar-coded, the information goes to the catalog department and is entered in the OCLC and W.Va. Library Commission systems. "Eventually we will be tied up with every library computer system in the state," McMorran said. He is reluctant to name a deadline for this. "It's pretty expensive. We'll have to have more money for this." He said a statewide library hook-up will speed up the processing of inter-library loans now handled by mail, telephone and staff searches. "When the tie-up is completed, one librarian may sit at a terminal and talk to every computer in the system, getting necessary information in minutes rather than days."

Public access terminals for use by patrons are slated to replace card catalogs within 18 months.

Hackers looking for confidental information stored in the system will be foiled by frequent access code changes. How often will codes change? Well, that's confidential.

Installation of the library computer system for KCPL was begun in early 1984. The program was designed by Virginia Polytechnic Institute, which is helping to set up the system and train library staff. The initial estimated conversion cost was $273,000.

4. Having heard the phrase, "the computer is down" really meant

little or nothing to me because our ox was not being gored. And

anyway, problems of this kind always happened to the other guy until....it is almost a part of our daily life. Remember when you visited a place of business and the person "on the other side" apologized for the delay because "the computer was down." Well dear friends, "the computer was down" at the Kanawha County Public Library during the week of August 5, 1985. The problems are noted as follows:

a) A defective port was replaced. A port is comparable to a wall socket. There are 8 ports in a unit. One caused the problem.

b) A defective recording head was replaced. The device is essential to the retrieval of information. There are 12 recording heads on each tape drive.

c) A misplaced period (.) wreaked havoc. The whole program had to be rewritten.

Following the expenditure of time, energy and talent, the knowledgeable folks at Hewlett-Packard, Virginia Tech and our own Chuck McMorran saw to it that everything worked as designed.

5. The annual summer youth program, a federally funded effort, made it possible for the public institutions to employ needy high school and college students. We were pleased by the young people and the work they performed.

6. There have been stories in both the Charleston Daily Mail and the Charleston Gazette relating to the wilful retention of library materials and the ordinance scheduled to be passed by South Charleston City Council. With that as background - Mrs. Donna Lewis, Library Director, South Charleston Public Library; Fred Glazer, Executive Director, West Virginia Library Commission, and I spoke before the Senate legislative committee urging/supporting a bill which would make the Wilful Retention of Library Materials a

misdemeanor punishable by a fine up to $200.00. A movement in this direction was essential because the public library community suffered huge losses of the newest, latest, expensive and most on demand books which the library purchased. The materials were borrowed by non-delinquents who had no previous records and probably intended to return the materials as prescribed by lending procedures. Unfortunately, things don't work that way. We write, call and visit but with modest success. So, to make a long story even shorter - the legislation passed both houses and was signed by the Governor. The South Charleston effort was not necessary. There was a "law on the books." It appears as though the folks in "Mound City" shot themselves in the foot.

Approval of Bills. The Library Director submitted Book Bills List No. 338 ($14,867.51) and General Bills List No. 338 ($33,445.43) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Mrs. Glasser, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 336 ($1,102.90) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Mrs. Glasser, and duly adopted, it was ordered that the bills set out on the said list be paid.

Report of Personnel Officer. Ms. Goode reported briefly on recent and current Personnel activities. Included were the following:

1. The "heads-up" attitude of almost all the staff during the recent, hectic week of computer down time was reassuring.

2. The Summer Youth Program, ending this Thursday, made it possible to complete some needed chores, particularly for computerization, at no cost to the Library.
3. The DALIS (Direct Access Library Information System) theme and logo, to promote our computerization program, were developed by two of our talented staff people.
4. Formalization of personnel policies and procedures is well under way with input from department/branch heads as well as from some members of their staff; the performance evaluation form is almost ready to be used; job classifications will also be reviewed.
5. An additional benefit is being provided to staff members at no cost to the Library: discount tickets to various popular tourist attractions, lodging and restaurants.
6. Personnel activities continue to accent on soliciting suggestions, recommendations, constructive criticism and developing and using the talent of our staff.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $200,000.00, yielding 13.50%, purchased from the State of West Virginia to mature on August 13, 1985.

The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
August 13, 1985	$200,000.00	August 20, 1985
August 20, 1985	135,000.00	August 27, 1985
August 27, 1985	230,000.00	September 3, 1985

Copies of the August, 1985 Cash Management Scheduling Worksheet were distributed.

Public Access Terminals. Mr. Ellis spoke on providing computer terminals for patron use in all public departments and branches of the Library. The thirty-four (34) planned terminals will give patrons access to holdings of the entire system, not just the holdings at the particular location. Upon installation of the terminals, the present public card catalogs will be "frozen" that is, no cards will be added. This will provide an annual savings of about $6,000.00 for the cards alone. Until retrospective conversion is completed, patrons will continue to use the public card catalog as well as the terminals for accessing older titles and for subject searches.

Mr. Stern distributed copies of "KCPL Public Access Terminal Project Cost Analysis" to members present, the major detail of which is:

Additional Computer Hardware	$ 18,520.00
Additional Disk Drive	17,411.00
Terminals	15,368.00
Communications Equipment	37,152.00
Wiring	6,913.00
Furniture	2,995.00
Software and Phone Installation	2,388.00
Reserve for Contingencies	5,399.00
Total Project Cost	$106,146.00

Mr. Stern added that the West Virginia Library Commission has given us a firm commitment of about $37,400.00 for this project. South Charlestons share will be about $1,200.00 leaving about $67,500.00 to be funded from our own resources. Mr. Stern estimated that our our end of fiscal year, June 30, 1986, cash investment balance will be about $130,000.00, assuming Board authorization for this project and expenditure of all regular 1985/1986 income for normal operations.

After discussion, upon motion of Mr. Ellis, seconded by Mr. Moss it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to purchase and install terminals for public access at a cost to the Library not to exceed $67,500.00.

Motion carried.

There being no further business the meeting on motion adjourned.

First Vice-President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 9, 1985

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 9, 1985 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mr. Fisher
Dr. Hairston
Mr. Moss
Mrs. Rugeley
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correction in Minutes. The Library Director reported that a space error and a typographical error had occurred on pages 4 and 5 respectively of the minutes of the August 12, 1985 meeting. Upon motion of Dr. Hairston, seconded by Mr. Stowers, the minutes of the August 12, 1985 meeting, with corrections noted, were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August, 1985. Included were the following:

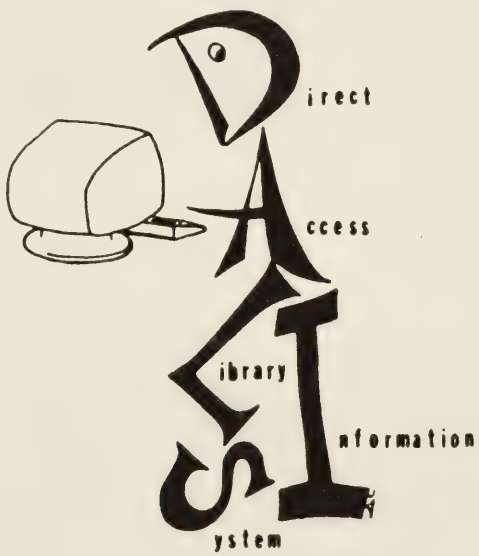
It was announced that with the kindness and generosity of the Kanawha Valley Advertising Company, Mr. Jack Arnett, Executive Vice President, the

Kanawha County Public Library was able to tell a story about its own computer system: FOR BETTER SERVICE WE HAVE COMPUTERIZED KANAWHA COUNTY LIBRARIES. Five billboards are prominently and strategically located in heavy vehicular traffic areas. The locations are recorded as follows:

1. McCorkle Avenue and 57th street at the entrance to Kanawha Mall (lighted).
2. W.V. 62 in North Charleston near Roxalana Road (lighted).
3. U.S. 60 near Rand.
4. U.S. 60 nearby Smiley's Motel.
5. U.S. 119 near Big Chimney.

Photographs of each location were taken and will be kept in the Director's office.

Mrs. Jean Andrews, Branch Manager, Clendenin Public Library, created and designed the computer logo: DALIS; (Direct Access Library Information System.) Exclusive ownership rests with Kanawha County Public Library. Mrs. Andrews was paid $150.00 for her effort. She also signed a release for any or all claims to the logo.



The Library's used book sale, which is held annually on the first and last Saturdays during the Sternwheel Regatta Week, was reported by Mr. Walter Sheppard on West Virginia Public Radio. His comments, which are attached to the minutes of this meeting, were broadcast as a local feature and inserted in National Public Radio's Morning Edition, Friday, August 30, 1985, 6:00 a. m. - 9:00 a. m. The very sucessful book sale generated a total of $2,132.98 in cash and was spearheaded by Mr. Gene Fleisher, Adult Circulation Librarian, with the help of nearly a dozen staff members. Saturday's (8/24/85) receipts, in spite of a steady and sometimes heavy rainfall, totaled $795.85.

The used books on sale were the ones which have been given to the Library and, for a variety of reasons, were not added to the collection.

Miss Margaret (Peggy) Karkos, Librarian, Cross Lanes Branch Librarian, resigned effective September 4, 1985, to return to North Kingstown, Rhode Island where her family is in residence. She was appointed Branch Librarian on March 10, 1981.

The remainder of our hardware order, for the computer generated automated circulation system, was submitted on August 29, 1985, to Hewlett Packard. The Library's share was approximately 60% of cost ($21,559.00) and the balance of approximately 40% of cost ($14,372.00) was scheduled to be paid by the West Virginia Library Commission. This is the additional hardware for the PAT (Public Access Terminal) Project. The computer terminals, with keyboards will replace the card catalog, which, for all intents and purposes, joins the ranks of the Dodo bird in extinction.

Approval of Bills. The Library Director submitted Book Bills List No. 339 ($18,635.41) and General Bills List No. 339 ($29,633.65) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two

lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 337 ($1,009.50) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Mrs. Rugeley and duly adopted, it was ordered that the bills set out on the said list be paid.

Committee Assignments for 1985/1986. The President distributed a roster of standing committee assignments to members present. A copy will be mailed to each library board member. The President pointed out some changes in the committee setup for this year: a) creation of a new Automation Committee; b) appointment of an Assistant Chair for each committee; and c) appointment of a resource person from senior library staff for each committee. The President felt that committee work was very important to the Board as a whole and urged that each committee meet at least twice a year. A copy of the Committee Roster will be filed with the minutes of this meeting.

A list of the Board of Directors with their address and telephone numbers will be prepared and mailed to each board member.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library has $285,000.00 on deposit with the State of West Virginia Consolidated Investment Fund, yielding 13.50% that will be withdrawn on September 10, 1985 and reinvested.

The following deposits and withdrawals are planned:

Deposit		Withdrawal
September 10, 1985	$420,000.00	September 17, 1985
September 17, 1985	350,000.00	September 24, 1985
September 24, 1985	300,000.00	October 1, 1985

Copies of the September, 1985 Cash Management Scheduling Worksheet were distributed.

Reserve Balance. In the absence of Mr. Kauffelt, Chairman, Mr. Ellis reported that it was necessary to create a reserve balance in the amount of $41,830.00 for the purpose of carrying forward this sum as to make payments in 1985/1986 on obligations made during the fiscal year 1984/1985. These accounts, with amounts, are recorded as follows:

Repairs and Maintenance	$ 8,436.00
Long Range Planning Project	10,500.00
Processing Cost - RCP	22,894.00
	$41,830.00

After discussion, upon motion by Mr. Ellis, seconded by Dr. Hairston, it was moved that the listed accounts and their amounts be carried forward and paid after July 1, 1985 and that the total of $41,830.00 be added to the budget for fiscal year 1985/1986. Motion carried.

Building and Grounds Committee. The Library Director reported on the condition of shrubs, plantings and grass throughout the system. He said that replacement of dead or dying plants/shrubs, due to the 1984/1985 winter, needed to be done. The Library Director contacted Thomas A. Vasale, City of Charleston Municipal Beautification Department, for assistance in purchasing new plantings for the Main Library.

The estimated costs for materials and labor to "restore" landscaping

throughout the system is approximately $4,500.00. After discussion, the matter was referred to the Building and Grounds Committee.

Personnel Committee. The Library Director reported the hiring of four librarians to fill the existing vacancies as follows:

Name	Location	Paygrade & Salary	Beginning Date
Terri McDougal	Extension Dept., (Children's Librarian, Dunbar & Elk Valley)	Librarian I, Step I $15,840.00	September 16, 1985
Karen Meeks	Cross Lanes, Branch Head	Librarian II, Step 3.5 $19,056.00	October 1, 1985 (Approx)
Catherine Willard	Extension Dept., (Outreach Services Coordinator)	Librarian II, Step 3 $18,684.00	October 1, 1985 (Approx)
Mary Saynog	Sissonville, Branch Head	Librarian II, Step I $17,268.00	October 1, 1985 (Approx)

The Library Director said that all persons hired held MLS (Master of Library Science) degrees from ALA (American Library Association) accredited schools. The appointment of each had been recommended to him by Jo Ellen Flagg, the appropriate Department Chief, after a through screening and interviewing of several candidates for each of the positions. The Personnel Officer actively participated in all phases of the hiring procedure. The Library Director reported that no Library Board action is necessary for any of these positions. Positive Board approval is required for employment of department heads and/or Librarian IIIs and above. The Director concluded by saying that, for the first time in about a year, all librarian positions were filled.

NEW BUSINESS

West Virginia Library Association Conference. The Library Director reported that the West Virginia Library Association Conference will be held in Morgantown, West Virginia, October 10-12, 1985. The President reported that she will not be able to attend the meeting. She asked Mr. Ellis to represent the Library Board at the meeting. Mr. Ellis is Chairman of the Trustees Section. Following discussion, upon motion of Mr. Stowers, seconded by Mr. Moss, it was unanimously

> RESOLVED, That Gary Ellis be designated as the Library Board Member representative to attend the West Virginia Library Association Meeting on October 10-12, 1985; and
>
> RESOLVED FURTHER, That the Library Director, one Library Board member and three librarians be authorized to attend the West Virginia Library Association Conference scheduled to be held in Morgantown, West Virginia, on October 10-12, 1985, and that their expenses not to exceed $1,000.00 be paid.

Motion carried.

Long Range Planning Committee. The President reported the Long Range Planning Committee's recommendation that a study be made of the Library's space requirements in view of its growing book collection, need for a media center and additional office space for most departments. This study should be undertaken within the framework of the Library's long-range objectives. This is the follow-up, the President stated, to Board discussion on this matter at its July 12, 1985 meeting.

The Library Director reported that he had received a proposal to conduct such a study from Donald J. Sager, Director, Milwaukee Public Library, with whom the President, Mrs. Smith, Miss Jo Ellen Flagg and he had discussions at the American Library Association annual meeting at Chicago in July 1985. Mr.

Sager has built a good reputation for such work based, in part, on published articles and books on this matter.

Mr. Sager proposed a three-day visit, culminating in a written and/or oral report, at an approximate cost of $2,200.00. The Library Director said the proposal would be referred to the Long Range Planning Committee for its consideration.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Assistant Secretary

KANAWHA COUNTY PUBLIC LIBRARY BOOK SALE

This morning I want to talk about old books. It's not that I don't have any new ones to talk about. It's that my wife and I have been having a wonderful week with a pile of 134 second-hand, or 'previously read', books: travel books, Shakespeare, mysteries, music, biographies, novels, and more.

The source of this bounty was a book sale held in front of the Kanawha County Public Library last Saturday morning. It was more hectic than it might have been because it was raining, and sale chief Gene Fleisher and his colleagues couldn't spread the books out on tables on the little plaza. They had to leave everything in cartons on the front porch, and sale goers had to rummage through the boxes and then shift them to get at the ones underneath. There was a good size crowd of buyers, and second-hand book collectors can be a pushy bunch when on the scent of a rarity. But everyone was good-natured. There was a little nudging, but no shoving. A gentle murmur of 'excuse me's' and an occasional exclamation of delighted surprise when someone found a treasure.

Treasures at such affairs are often quite personal and idio-syncratic: my treasure is your trash, and vice versa. For instance: in a fit of absent-mindedness a couple years ago, I got rid of a copy of an early Ellery Queen Mystery (the early ones are better then the later ones, I think). This was the The Chinese Orange Mystery, and I thought I'd never see it again, but I found it at the library sale -- a personal treasure that probably not one other person listening this morning would give two hoots about. And it was in an omnibus edition that included The Siamese Twin Mystery and The Spanish Cape Mystery, both of which I owned only in battered paper-backs. (I'll donate them to next year's library sale.)

My wife and I think the best thing of all about the sale is that last Saturday was just Part One. Part Two is scheduled for nine o'clock tomorrow morning in front of the library on Capitol Street. 'Rain or shine,' Gene Fleisher says.

Let's see, now, what else did we find last week? I found a copy of Shakespeare's sonnets in a tiny book just right for tucking into a pocket. My wife found one of Gladys Taber's Stillmeadow books that was missing from her collection, some volumes of short stories, a couple of cookbooks, and an anthology of Joseph Conrad with some lovely woodcuts. I found Nestyev's biography of Prokofiev; it's full of Soviet rant, but you need a copy if you're seriously interested in the composer and his music, as I am.

I also found three Jan de Hartog sea novels that I haven't read before, and between us we discovered an unfamiliar Daphne du Maurier novel...an unknown collection of Studs Terkel interviews...some art books...a funny little British book on being a bandmaster...a piano-vocal score of Hansel and Gretel... autobiographies of Ethel Merman, Shirley MacLaine, and Edna Ferber...biographies of Robert Frost, Elinor Wylie, Amy Lowell, John Dos Passos, and Thomas Wolfe...and travel books galore, a bonanza for my wife, who's recently become marketing director for a Charleston travel agency.

The most treasurable thing of all is that the prices are reasonable. We figured that our 134 books cost an average of 68¢ each, and there's not much else that you can get these days for that price that brings the varied and satisfying rewards of a good book.

On 'Morning Edition,' I'm Walter Sheppard for West Virginia Public Radio. I hope you have a good Labor Day weekend; I know my wife and I will -- we're going to be in front of the Kanawha County Public Library when Part Two of the annual book sale gets underway tomorrow morning at nine. I hope we see you there, too!

Walter Sheppard

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 14, 1985

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 14, 1985 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Fisher
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Wallace
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Mrs. Sara Sue Wright, Adult Services Librarian and Miss Helen V. Goode, Personnel Officer, were present for the first part of the meeting.

Tribute to Dr. Wallace. Mrs. Smith, President, read the following resolution as a tribute to Dr. Wallace:

DR. WILLIAM J. L. WALLACE

WHEREAS, Dr. William J. L. Wallace completed his term as President of the Kanawha County Public Library Board of Directors on June 30, 1985; and

WHEREAS, Dr. William J. L. Wallace our esteemed Friend and Colleague has served as President with grace, dignity, diligence and wisdom since July 1, 1982; and

THEREFORE BE IT RESOLVED, That we extend our thanks and appreciation to Dr. William J. L. Wallace for his dedicated service and inspirational leadership as President, continuing in the honored tradition of John V. Ray, A. Guy Stone, L. K. Lovenstein, Walter F. Snyder and Donald F. Springer; and

RESOLVED FURTHER, That this expression of our appreciation, affection and esteem be spread upon the minutes of this meeting and that a copy be given to our friend and colleague.

Motion carried.

Mrs. Smith then presented Dr. Wallace, on behalf of the Library Board of Directors, a tray bearing the following inscription:

WILLIAM J. L. WALLACE

KANAWHA COUNTY PUBLIC LIBRARY

PRESIDENT

1982 - 1985

The minutes of the September 9, 1985 meeting were approved.

Library Director's Monthly Report. No oral report was given by the Library Director because of a full agenda. He stated that a written report would be prepared and that it would be mailed to each Library Board member.

Approval of Bills. The Library Director submitted Book Bills List No. 340 ($39,840.83) and General Bills List No. 340 ($61,332.82) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Moss, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 338 ($3,148.29) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Moss and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees

Long Range Planning Committee.

Mission Statement. Mrs. Wright, Chairman of the SELF Committee, reported that the Committee, consisting of Mr. Winowich, Miss Flagg, Mr. Stern and herself had met at the Charleston House for several days away from the bustle of everyday operations, to discuss the mission and goals of the Kanawha County Public Library. The resulting draft of a "Mission and Goals Statement" would be sent to the persons named above for their "editorial" comments. Afterwards it would be sent to the Long Range Planning Committee of the Library's Board of Directors for review and comment.

Furniture and Equipment. Mrs. Wright reported that the furniture on first floor of the Main Library, purchased in 1966, is worn out and needs to be replaced. She stated that she was reporting on behalf of a committee, appointed by the Library Director, consisting of Mrs. Smith, President of the Library Board, June Martin, Sylvia Newman and herself, to buy new furniture. The Committee, she said, had met with Gail Twigger-Shaw, a local interior design consultant. The committee has submitted its list of priorities to the Library Director: new furniture, new carpet tiles in the entryway, vertical blinds for windows, repainting, housekeeping and using Mrs. Twigger-Shaw on a fee basis. The Library Director said that following receipt of the report it would be referred to the Buildings and Grounds Committee.

Personnel Committee.

Resignation of Charles McMorran. Ms. Goode, Personnel Officer, reported that Charles McMorran, Library Automation Specialist, had resigned to accept a position in Rockford, Illinois, effective November 16, 1985. She stated that Ms. Claudia Benton, Chief, Technical Processing Librarian, had been appointed

by the Library Director to serve as Acting Automation Specialist, Librarian IV, effective November 16, 1985.

She also reported that Mrs. Bennie Robinson, Processing Librarian, has been appointed by the Library Director to serve as Acting Chief, Technical Processing, Librarian III, effective November 16, 1985.

Wage and Hour Law. Dr. Bannerot asked Ms. Goode to explain the Wage and Hour Law. Ms. Goode reported that Library employees had been exempt from the overtime provision of the Fair Standards Acts. She said the Supreme Court reversed itself in a ruling made on February 19, 1985. Public agencies, including Kanawha County Public Library will be required to pay overtime at time and one-half, to non-exempt employees for hours worked in excess of 40 hours per week, beginning October 15, 1985.

She reported that Library employees presently work 37½ hours per week and are paid for 40 hours per week. Compensatory time is given to any employee for any time worked over 37½ hours per week.

The Library, under the new constraints, has to choose from among the following:

1. Do nothing for hours worked between 37½ and 40 hours.
2. Pay overtime at straight time for hours worked between 37½ through 40 hours indefinitely.
3. Pay overtime at straight time for hour worked between 37½ through 40 hours through June 30, 1986.

It was explained that beginning October 15, 1985 all non-exempt employees must record his/her hours of work.

It was recommended that the Library (1) pay employees additional straight time for time worked 37½ hours through 40 hours in a work week, through December 31, 1985, but nothing additional for those hours after that date and (2) employees to be paid time and one-half for work in excess of 40 hours per week, continuing until such time that the law is changed.

After considerable discussion, upon motion of Dr. Bannerot, seconded by Mr. Wallace it was unanimously

RESOLVED, That the Overtime Policy as recommended by the Personnel Committee be accepted, and to become effective October 15, 1985.

Motion carried.

A copy of the Overtime Policy will be filed with the minutes of this meeting.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library has $340,000.00 on deposit with the State of West Virginia Consolidated Investment Fund, yielding 13.00% that will be withdrawn on October 15, 1985 and reinvested.

The following deposits and withdrawals are planned:

Deposit	Amount	Withdrawl
October 15, 1985	$450,000.00	October 22, 1985
October 22, 1985	385,000.00	October 29, 1985
October 29, 1985	410,000.00	November 5, 1985

Copies of the October, 1985 Cash Management Scheduling Worksheet were distributed.

Finance Committee Cash Management. Mr. Stern reported that during the past several years, the Library had invested the Special Funds monies received from gifts in 182-day Money Market Certificates at the Kanawha Valley Bank. He recommended that the Finance Committee invest its funds with the State of West Virginia Consolidated Fund, now earning 13% interest. He pointed out that the Library's general budget funds had been held at the Consolidated Fund for the last five or six months.

Upon motion by Mr. Kauffelt, seconded by Dr. Bannerot, it was unanimously

> RESOLVED, That the Board of Directors of Kanawha County Public Library hereby finds that the participation and investment of money in said Consolidated Fund in accordance with the provisions of said statutory provision is in the best interest of the Kanawha County Public Library;
>
> RESOLVED FURTHER, That the Board of Directors does hereby authorize the participation of this Kanawha County Public Library Finance Committee in the Consolidated Fund for purposes of investment and further authorizes its treasurer to do all things necessary in order to participate in said Fund: Provided, That before making any funds available to the State Board of Investments, the treasurer of this Kanawha County Public Library shall first determine that the available interest rate offered by an acceptable depository in this county be less than the interest rate, net of administrative fees, offered by the State Board of Investments.

Motion carried.

Comprehensive Insurance. The Assistant Director reported that a preliminary estimate from DeVan & Company, the Library's insurance agent, indicated that premiums for the upcoming insurance year are expected to increase about 25% - 30% over the current year's expense of $21,156.00. This increase is considerable, he continued, but nothing like that experienced by

municipalities and county agencies where insurance costs have more than doubled. He said that Requests for Proposals (RFPs) would be invited by legal ad.

NEW BUSINESS

Hewlett Packard Workshop. The Library Director reported that a workshop on the automated circulations systems sponsored by Hewlett Packard will be held in Rockville, Maryland on October 25 - November 1, 1985. He requested permission to send Claudia Benton to attend the workshop. Following discussion, upon motion by Dr. Bannerot, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That Ms. Claudia Benton be authorized to attend the Hewlett Packard Workshop scheduled to be held in Rockville, Maryland on October 28 - November 1, 1985 and that her expenses not to exceed $1,350.00 be paid.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

KANAWHA COUNTY PUBLIC LIBRARY

OVERTIME POLICY

BACKGROUND

Because of a ruling made some years ago by the Supreme Court, employees of KCPL and many other state, municipal and other public agencies, have been exempt from the overtime provisions of the Fair Labor Standards Act.

However, the Court revised itself in a ruling made on February 19, 1985. Accordingly, these agencies, including KCPL, will be required to pay overtime to non-exempt workers, beginning October 15, 1985.

There is a good chance that Congress will amend the Fair Labor Standards Act to exempt public employees from some or all of its overtime provisions. If this does happen, KCPL's overtime policies are also likely to change.

Under this decision, there is no such thing as compensatory time. Overtime must be paid if a non-exempt employee works more than 40 hours in a workweek.

A non-exempt employee is one who is covered by the Wage Hour Law including its minimum wage and overtime provisions and is therefore required to accurately record his/her hours of work.

An employee engaged in an executive, administrative, or professional capacity, (according to criteria set by the "wages and hours people"), is completely exempt from the minimum wage and overtime provisions of the Wage-Hour Law, if certain qualifications are met.

BACKGROUND (cont)

WHAT WE'VE BEEN DOING:

Only part time employees have been recording their time on a daily basis and have been paid only for the hours they work.

All full time employees have been given compensatory time off for all time worked over 37½ hours in a workweek, although their annual salary is based on a 40 hour week.

Those who have volunteered to work on Sunday have been paid time and one half for the hours they've been scheduled to work on Sunday. The majority work 4½ hours; a few as much as 5½ hours.

KANAWHA COUNTY PUBLIC LIBRARY

OVERTIME POLICY

RECOMMENDATION

Although KCPL salaries are based on a 40 hour work week, because the practice has been to give all full-time staff members compensatory time off for the time worked over 37½ hours in a workweek, KCPL will pay non-exempt employees additional straight time (straight overtime) for time worked over 37½ hours up through 40 in a work week. Employees will be compensated at time and one half for time worked in excess of 40 hours in a work week.

This will be in effect through December 31, 1985 or until such time as legislation may be passed to effect a change, which ever comes first.

All overtime worked must be approved in advance by the appropriate department/branch head.

Unless Sunday is a regularly scheduled work day, those employees working on Sunday will continue to be paid time and one half for those hours.

Full time non-exempt employees will continue to receive full salary for authorized holidays.

Full time non-exempt will be paid additional straight time for those hours worked over 30 and through 40 in a holiday work week.

A full time non-exempt employee will be paid at the rate of time one half for time he/she is required to work on an authorized holiday.

Since exempt employees are not required to record hours worked, they are not paid overtime; however, they can be compensated by being given comparable time off for additional hours worked.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 11, 1985

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 11, 1985 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mr. Kauffelt
Mr. Ray
Mrs. Rugeley
Mr. Stowers
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the October 14, 1985 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October, 1985. Included were the following:

Kanawha County Public Library, through its investment management program, continues to earn a high interest rate on its deposits placed with the Treasurer's Office, State of West Virginia. Our collateralized investments earned an average yield of 12.66% during the first nine months of 1985.

Gary Ellis has been appointed by Governor Moore to serve as a member of the Management Task Force Team, Loaned Executive Program, for the purpose

of orchestrating a game plan which will seek to make for more efficient and economical use of personnel, practices, resource and materials as they effect the many agencies, departments and offices of the State of West Virginia. The honor and obligation is more than a "one-shot" deal. It is an 8:00 a.m. to 5:00 p.m. commitment from Monday through Friday for the next several months ending on or about February, 1986. Gary was appointed, Chair, Committee on Education and Employment, with specific responsibilities to talk with and look at the following: West Virginia Library Commission, State Department of Education, Board of Regents, Workers Compensation and Employment Security. Then, when all of this is over, for the day, Gary returns to his office at the bank some evenings, Saturdays and Sundays; all-of-which points out one thing: he may miss a meeting or two of the Library Board of Directors.

Seven new librarians have been appointed to the staff since January, 1985. Vacancies were filled at the Central Library in Charleston (3) and in the branches (4). On October 31, 1985 the newest and youngest librarians and the director talked about the history and traditions of the Kanawha County Public Library: its people and events. Attending were the following:

Kim Dankovich, Adult Circulation
Joyce Davidson, St. Albans
Elizabeth Fraser, Reference
Terri McDougal, Children's Librarian, Dunbar/Elk Valley
Karen Meeks, Cross Lanes
Mary Saynog, Sissonville
Catherine Willard, Extension

A very pleasant and informative morning was shared by all.

Mr. Charles McMorran, as reported previously, has resigned his position as Computer System Manager to serve in the same capacity in Rockford, Illinois. Ginny Goode, Personnel Officer, will take the necessary steps to fill the vacancy such as: Place classified ads in national library periodicals, interested staff informed and invited to submit applications for

the position, interviews scheduled and a search committee organized to receive, interview, consider and recommend a candidate(s) for employment effective on/about January 2, 1986.

This vacancy has given us an opportunity to look critically at each position (librarian, clerical, custodian) to see if this job must be maintained as a full-time position. This kind of hard look has certain advantages: fiscally and managerially. It would result in lower salary and fringe costs, if the work could be done by a person employed part-time. Also, it should make better managers of all department heads who are alerted constantly to quality and quantity performances of their staff.

Mr. Winowich reported that the Elk Valley Library Board held a very successful book sale, which has become an annual event on September 12, 13 and 14, 1985. The many gift books donated by Friends, and by this institution were sold to hundreds of "Up Elk" folks earning a total of $802.00. This income will be used by the Branch to purchase unbudgeted items.

One of the real concerns of members of the Library Board regards the cost of our insurance program which is scheduled to expire by Mid-January, 1986. The Board is aware of the frightening stories of sky-high cost increases and the impact on the budget. The best "guesstimate" appears to indicate that insurance rates will rise by 20% to 25% as forecasted by Mike DeVan who presently serves as our insurance vendor. In the past three (3) years, we spent a total of $48,306.00 on insurance premiums and received $4,438.00 in claims or a 9% payback. To continue, a Request for Proposal (RFP) has been completed, and the project was advertised in the newspapers. All bids will be reviewed and evaluated by the Insurance Committee whose members are:

Mr. Kuhns, Chair; Mr. Stowers, Assistant Chair; Mr. Jacobson, Mr. Ray and Mr. Wallace. Each bid will be evaluated properly, prudently, fairly and reasonably.

Mr. Thomas D. North and Mr. Darrel Davidson are two not-so-amateur photographers who have helped our Local History Section, Reference Department, to acquire, by gift or purchase, early Charleston/Kanawha Valley photographs. These scenes of people, places and events, speaking as an "ersatz historians," are truly exciting because it gives us an opportunity to look back and to see what "it" looked like.

Standing committee rosters have been mailed previously to each library Board Member. Each committee, you will note, has a staff resource person. The "job description" will not be cited here. However, a copy will be made available with the next mailing.

The administration is expecting to use volunteer personnel, throughout the system, to do many of the chores which are being done by part-time employees. Some tasks volunteers may perform are noted as follows: pasting bar code labels in/on library materials to accelerate entry into the computers data base; typing bibliographic/patron information into the data base; and shelving, of course. Each volunteer will be recognized and awarded a specially designed certificate.

Approval of Bills. The Library Director submitted Book Bills List No. 341 ($32,125.17) and General Bills List No. 341 ($97,489.92) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 339 ($1,542.87) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library has $410,000.00 on deposit with the State of West Virginia Consolidated Investment Fund, yielding 12.00% that will be withdrawn on November 12, 1985 and reinvested.

The following deposits and withdrawals are planned:

Deposit	Amount	Withdrawal
November 12, 1985	$325,000.00	November 19, 1985
November 19, 1985	$260,000.00	November 26, 1985
November 26, 1985	$330,000.00	December 3, 1985

Copies of the November, 1985 Cash Management Scheduling Worksheet were distributed.

Audit Report 1984/1985. Mr. Stern reported that the annual audit of cash receipts and disbursement for the last fiscal year entitled "Kanawha County Public Library: Other Than the Special Gifts Fund - Financial Report, June 30, 1985" was received from Arnett and Foster, Certified Public Accountants. Copies of the Report were mailed to every Board member prior to the Board meeting.

Mr. Stern briefly summarized a reformatting of figures used in the Financial Report to separate out - and highlight - the Automation Project from "regular operations." He pointed out that the $141,980.00 decrease in cash

during the 1984/1985 fiscal year was entirely due to the Automation Project expenditures which, of course, had been approved by the Board.

Mr. Stern stated that two new letters had been added to the Report in addition to the customary beginning "opinion letter." One new letter, "Independent Auditor's Report on Internal Accounting Control," is a new name for what in previous years was the separately submitted "management letter." The other new letter, "Independent Auditors' Report on Compliance," is now required by State authorities. The gist of it, "...nothing came to our attention to indicate that the Kanawha County Public Library had not complied with the provisions of the West Virginia Code and West Virginia Constitution as they relate to public libraries."

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Stowers, it was unanimously

RESOLVED, That the Audit Report, which includes a Financial Report for fiscal year 1984/1985, be received and filed.

Motion carried.

Buildings and Grounds Committee.

Renovation and Furniture and Replacement. In the absence of Mr. Santrock, Chair, the Library Director reported that Mrs. Wright, Chair, Staff Adult Services Furniture Committee and members Helen Smith, June Martin and Sylvia Newman had met on several occasions to consider the renovation of the first floor, Charleston site for which $12,000.00 was budgeted, during fiscal year 1985/1986. He reported that a Committee meeting was held on October 21, 1985 to discuss the project.

The Committee discussed the employment of Gail Twigger-Shaw as a project consultant for a fee not to exceed $2,000.00. The balance of $10,000.00 would

be spent on the payment of renovating, painting and replacement of selected furniture. It was said that the total project cost could exceed the budgeted amount. In that event, the Committee and the Consultant would establish priorities and defer purchase if necessary.

The Library Director read the motions that were approved by the Committee.

Upon motion made by Mr. Kauffelt, seconded by Mr. Stowers that Mrs. Gail Twigger-Shaw of Twigger-Shaw and Thornton Associates, be engaged as the furniture renovation consultant for a fee not to exceed $2,000.00. Motion carried.

It was moved by Mr. Kauffelt, seconded by Mr. Stowers, that a sum of $10,000.00 be authorized for payment of renovation, painting and replacement of selected furniture. Motion carried.

Following discussion, it was moved that the two motions recommended by the Committee be accepted.

Replacement and Installation of New Plantings at the Charleston Site. Mr. Stowers reported on the condition of the greenery around the Library building along Capitol and Quarrier Streets. He said an attempt was made to get some bidders for the replacement of dead and dying plantings around the building. He stated that the City of Charleston would permit the Library to "piggy back" the Municipal Beautification Department who would handle the hard work involving bidding, specifications and evaluations. The cost of the project would be $1,932.30. The City of Charleston would take care of the installation.

At the Committee meeting, it was moved by Mr. Santrock, seconded by Mr. Kauffelt, that an expenditure of $1,932.30 be approved. Motion carried.

After discussion, it was moved and seconded that the motion of the Buildings and Grounds Committee for the replacement and installation of new plantings, at a cost of $1,932.30 at the Charleston site be accepted.

Long Range Planning Committee.

Mission Statement - Goals and Objectives. Mr. Ray reported on the Mission Statement and the Goals and Objectives of the Library. He stated that the members of the Long Range Planning Committee will meet with the Staff Committee. It was reported that Mrs. Wright had contacted Mrs. Rugeley on the Mission Statement. There were some comments.

There being no further business, the meeting on motion was adjourned.

Helen F. Smith
President

Joel Story
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 9, 1985

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 9, 1985 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mr. Kauffelt
Mr. Moss
Mr. Santrock
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

In the absence of Mrs. Smith, President, Mr. Ray, First Vice-President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the November 11, 1985 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of November, 1985. Included were the following:

A watercolor painted by Paul Klein, Dunbar, West Virginia, of the former Kanawha County Public Library, located on Lee, Hale and Dickinson Streets (site presently occupied by the National Bank of Commerce) was purchased for $500.00 with funding by the Bernard H. and Blanche E. Jacobson Foundation. A previous watercolor painting by Paul Klein of the present Kanawha County Public Library, located on Capitol, Quarrier and Summers Streets, was a gift

of Kanawha Banking and Trust Co., Mr. William Shearer, President. Both works of art have been placed in the Library Board of Directors Room and gives the viewer a "before" and "after" look.

The plantings project was completed at a cost of $1,932.30 and included the following:

Gold Thread Cypress
Red Leafed Barberry
Sparkle 'n' Gold
Bayberry
Little Leaf Linden

The Library's insurance package has been advertised and Requests For Proposal (RFP) solicited. Bid opening is scheduled for January 6, 1986 (Monday). All information will be submitted to the Insurance Committee (Kuhns, Chair, Stowers, Jacobson, Ray and Wallace) for evaluation and recommendation. Afterwards, a report will be made to the Library Board at its meeting scheduled to be held on January 13, 1986.

Contributions by Staff to the United Way increased from $1,017.00 in 1984 to $1,137.00 in 1985.

ANNIVERSARY DATES

1.	Charleston	75th	1985
2.	St. Albans	25th	1989
3.	Cross Lanes	10th	1986
4.	Elk Valley	10th	1987
5.	Glasgow	10th	1987
6.	Dunbar	10th	1988
7.	Sissonville	10th	1990
8.	Marmet	10th	1990

Kanawha County Public Library/Humanities Foundation of West Virginia and the College of Graduate Studies will sponsor a lecture entitled, "Wounded Literature in China after Mao" by Dr. John Zhang, scholar-in-residence at the University of Charleston. The event is scheduled for Sunday, January 19, 1986 at 3:00 p.m. in The John V. Ray Room.

Literacy Volunteers of Kanawha County and this institution continue to work cooperatively. The current publicity campaign encourages the listener to CALL YOUR LIBRARY AT 343-4646. Jo Ellen Flagg, Chief, Extension Department, is the librarian in charge. The project will involve staff at all locations.

The Director has been informed by the Reference Department that questions most frequently asked by West Virginians are those on the subjects of floods, flooding and chemical leaks with a request for more information.

Visitations to the Charleston library by elementary school children are encouraged and continue to be an effective introduction to books, reading and libraries.

Approval of Bills. The Library Director submitted Book Bills List No. 342 ($23,069.34) and General Bills List No. 342 ($74,573.84) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 340 ($1,172.36) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library has $410,000.00 on deposit with the State of West Virginia Consolidated Investment Fund, yielding 11.00% that will be withdrawn on December 17, 1985 and reinvested.

The following deposits and withdrawals are planned:

Deposit	Amount	Withdrawal
December 17, 1985	$240.000.00	December 31, 1985
December 31, 1985	260,000.00	January 7, 1986

Copies of the December, 1985 Cash Management Scheduling Worksheet were distributed.

Finance Committee. Mr. Stern gave a financial report on the Finance Committee - Special Funds and Gifts for the period ending October 31, 1985. Copies of the report were distributed to the members present.

He stated that an annual report will be presented at the March meeting of each year. The report will list all receipts, expenditures and interest received during the past calendar year. Mr. Stern also reported that a large part of the money is invested with the W. Va. Consolidated Funds, as approved by the Board at its October, 1985 Meeting. The present rate of interest is 11.00%.

Personnel Committee.

Resignation of Bennie Robinson. Dr. Bannerot, Chairman, reported that Mrs. Bennie Robinson, Acting Head Technical Processing, is resigning effective on or about December 31, 1985 because her husband is being transferred to Ohio.

There being no further business, the meeting on motion adjourned.

John A. Bonar
First Vice-President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 13, 1986

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 13, 1986 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mr. Fisher
Mrs. Glasser
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Stowers
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

A typographical correction on page 3 was ordered to the minutes of the December 9, 1985 meeting. The letter "s" was added to the word visitation. The minutes were then approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of December, 1985. Included were the following:

I am pleased to report that a photograph entitled, "Lemonade Stand", submitted by Kanawha County Public Library to the American Library Association on behalf of National Library Week, was featured in the 1986 ALA Graphics Catalog on the page right next to Lee Iacocca. Mikki Roach, second grade, Gleenwood Elementary School, posed for the picture.

Kanawha County Public Library, through its Extension Department, began its twelfth year of outreach services. Please see flyer which is attached to the minutes of this meeting.

The library administration is investigating the possibility of giving/transfering six (6) old manual typewriters, one old copying machine (a previous gift) and some unused old furniture to the West Virginia Library Commission for distribution to the small public libraries in the northern and eastern panhandles sustaining flood damages.

The Grant-In-Aid proposal for fiscal year 1986/1987 may go from $2.88 to $3.13 per capita. The additional 25 cents per person would add approximately $53,000.00 to the Library's income.

The thirteenth annual Library Appreciation Day Dinner is scheduled to be held on February 13, 1986 at the Charleston Civic Center. Letitia Baldrige author of "Complete Guide to Executive Manners" is the scheduled speaker.

There were two attempts by computer "hackers" to "log-on" to the library's automated circulation system. Each entry was made from Glasgow, probably through our terminals special telephone number. C&P was informed, the local modem number was changed and security strengthened by changing code words more frequently.

The Buildings and Grounds Committee and I are aware that the heating and cooling equipment, together with its supporting automatic controls, in the Charleston building, are twenty years old. We believe that the boilers

and the main air conditioner are functioning properly and safely. However, we need to look at the situation once a year, to talk with knowledgeable people and to make recommendations if such are necessary.

Approval of Bills. The Library Director submitted Book Bills List No. 343 ($25,169.21) and General Bills List No. 343 ($62,806.84) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 341 ($1,639.91) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that the Kanawha County Public Library has $250,000.00 on deposit with the State of West Virginia Consolidated Investment Fund, yielding 11% that will be withdrawn on January 14, 1986 and reinvested.

The following deposits and withdrawals are planned:

Deposit	Amount	Withdrawal
January 14, 1986	$290,000.00	January 21, 1986
January 21, 1986	$195,000.00	January 28, 1986
January 28, 1986	$360,000.00	February 4, 1986

Copies of the January, 1986 Cash Management Scheduling Worksheet were distributed.

Budget 1986/1987. Mr. Stern gave a preliminary report on the income side of the 1986/1987 Budget. He said that "Branch Support" and "Internal Support" (Miscellaneous Income, Interest, etc.), together accounting for about 5% of Total Income, would remain about the same. "State Support" will probably be budgeted at a $42,000.00 increase, almost all of which from Grant-In-Aid, which will be budgeted at $2.88 per capita. Even though the Legislature will be pressured for unusual increases for flood relief and improvement at the state penitentiary in Moundsville, it is felt that the 1986/1987 "library appropriations" were not likely to fall below the $2.88 actually allocated both in 1984/1985 and the current 1985/1986 fiscal year. While the effects of the legislatively - mandated reappraisal of real property will likely not affect 1986/1987 revenue from the Library's three levying authorities, as previously thought, the income from the levying authorities will probably be budgeted to increase about 4%, or $72,000.00. Mr. Stern said that he is continuing to confer with Mr. Kuhns of the Library Board to get a clearer idea of the probable increase in the 1986/1987 tax tickets.

Mr. Stern concluded by saying that Total Income for 1986/1987 would be budgeted at a level of about $100,000.00 over the current 1985/1986 fiscal year.

Personnel Committee.

Personnel Policy. Dr. Bannerot reported that a recent change in Federal law affecting overtime for employees of public agencies restores the "compensatory time" concept - paying back overtime hours worked with Time Off at the rate of one and one-half hours for each overtime hour worked. He reminded the Board that, in response to the Federal Law, at the time the Board

approved paying cash, at one and one-half times the hourly rate, at its October 15, 1985 Meeting, effective October 15, 1985. Since that date only 3 3/4 hours of overtime wages have been paid. Dr. Bannerot reported that Library Management planned to continue cash payment for overtime, even though there is now an alternative, because Department/Branch managers watch overtime much more closely when cash is involved and, further, because paying back with time off could be disruptive of scheduling, particularly at the smaller branches. There was some discussion.

Library Automation Systems Specialist. Dr. Bannerot, Chairman, reported that Ms. Claudia Benton, now serving as Temporary Library Automation Specialist, wants to return to her former position as Chief, Technical Processing. A Search Committee will take steps in filling the position vacancy of Library Automation Specialist. He said that filling the position should not be difficult.

Insurance Program. Mr. Kuhns, Chairman, reported that legal ads were placed in The Charleston Gazette and Charleston Daily Mail, November 19, 1985 and November 29, 1985 for the Library's six-part Comprehensive Insurance Program (1. Property, General Liability, Valuable Papers, Steam Boiler, etc.; 2. Excess (Umbrella) Liability; 3. Employers Liability; 4. Automobile; 5. Data Processing; 6. Directors and Officers Liability). Bid opening was held January 6, 1986, 2:00 p. m., in the Library Board Room. Mr. Kuhns stated that only one bid was received, recorded as follows:

Bidder	Amount
DeVan and Company	$25,524.00 (Parts 1 thru 5 only)

It was reported that the current premium cost for the first four parts, expiration date January 18, 1986, is $20,324.00 compared to $24,274.00 in the

bid for the coming year, an increase of $3,950.00 or 19.4% on an apples-to apples basis. Mr. Kuhns reported that the Committee recommends that the Library accept the bid of DeVan and Company.

After discussion, upon motion of Mr. Kuhns, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the Library Board accept the bid of DeVan and Company for the following insurance coverage:

		Expirations	Amount
1.	Property, General Liability, etc.	January 18, 1987	$13,591.00
2.	Excess (Umbrella) Liability	January 18, 1987	1,600.00
3.	Employers Liability	January 18, 1987	3,467.00
4.	Automobile	January 18, 1987	5,616.00
	Sub Total		$24,724.00
5.	Data Processing	January 20, 1986	1,250.00
	Total		$25,524.00

RESOLVED FURTHER, That management is authorized to renew the Data Processing Coverage through DeVan and Company on July 20, 1986 at a renewal cost yet to be determined; and,

RESOLVED FURTHER, That management is authorized to renew Director and Officers Liability coverage through DeVan and Company on March 12, 1986 at a renewal cost yet to be determined.

Motion carried.

NEW BUSINESS

American Library Association Midwinter Conference. Upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Library Director be authorized to attend the American Library Association Conference to be held in Chicago, Illinois, January 18-22, 1986 and that his expenses not to exceed $800.00 be paid.

Motion carried.

There being no further business, the meeting on motion adjourned.

Helen F Smith
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 17, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 17, 1986 at 3:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mrs. Glasser
Mrs. Rugeley
Mr. Stowers

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the January 13, 1986 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January, 1986. Included were the following:

The Extension Homemakers Clubs of Mink Shoals, St. Albans, Highlawn, Tyler Heights and Union purchased eight toddler safety seats for lending through the Kanawha County Public Library. These car seats for children may be borrowed by any library patron for 30 days with an option to renew for another 30 days. Afterwards, each unit must be returned to any of the following places: Charleston, Dunbar, Elk Valley, Glasgow or St. Albans.

The 13th Annual Lesislative dinner was held on February 13, 1986 at the Charleston Civic Center. Harry Wallace, Library Board Member, served as Master of Ceremonies. Approximately 800 persons, including many legislators, were in attendance.

The Smithsonian Institution, in cooperation with the University of Charleston, West Virginia State College, Sunrise and Kanawha County Public Library will offer a series of events beginning April 10, 1986 and ending April 13, 1986.

Kanawha County Public Library, through its project director, Mrs. Daisy Stemple, submitted a grant application for $800.00 to the Arts and Humanities, Department of Culture and History for the purpose of conducting the "Summer of '86" reading program entitled, "An Adventure in West Virginia." The principal facilitator will be Cynthia Rylant, Children's book author and West Virginia native.

The Library closed at 5:00 p.m. on January 20, 1986 and again on January 27, 1986 because of bad weather and hazardous road conditions. The Library was closed all day on February 11, 1986 because of the heavy snow fall of nearly eight inches.

The Literary Volunteers of Kanawha County, in cooperation with Kanawha County Public Library, is beginning a new service at the Charleston library. It is called "Public Reader." A volunteer will assist anyone who needs help in reading a letter, document, notice or newspaper ad. The new service began on Wednesday, February 5, 1986 and will continue each Wednesday from 10:00 a. m. to 12 noon and from 5:00 p. m. to 7:00 p. m.

The 200th Anniversary of the Grimm Brothers and their fairy tales was observed by the Children's Department with exhibits and story hours.

The response time on our automated circulation system is unsatisfactory. The vendors: Hewlett Packard and Virginia Tech are investigating the problem. The matter will be referred to the Automation Committee whose members are: Harry Wallace, Chair, Shirley Hairston, Assistant Chair, Fred Bannerot, Gary Ellis, Edna Gallain, Cookie Glasser; Claudia Benton and Michael Starling, serve as resources persons.

Approval of Bills. The Library Director submitted Book Bills List No. 344 ($25,138.48) and General Bills List No. 344 ($60,438.17) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 342 ($1,395.63) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

Report of Committees.

Budget Committee/Personnel Committee.

Budget for Fiscal Year 1986/1987. In the absence of Mr. Kauffelt, Chairman, Budget Committee, Dr. Bannerot, Chairman Personnel Committee, reported that the Budget Committee and the Personnel Committee met jointly on two occasions to discuss the proposed 1986/1987 Budget. He summarized the two meetings:

(1) The initial draft submitted by management at the first joint committee meeting was "sent back to the drawing board" because it was felt that the overall increase in Total Salaries was too high and that freezing Library Materials at this year's $325,000.00 was too low.

(2) The Budget draft now being recommended provides for Library Materials allocation of $350,000.00 and modest salary increases amounting to about 2.9% across the board.

(3) Because of the small additional Total Salaries money available, there will not be any "step" or seniority increases as in past years. Barring promotions and/or a small number of job upgrades yet to be determined, each employee will serve in the same grade and step for 1986/1987 as in 1985/1986. This has been a hard but, necessary choice to get overall salary scales a little more competitive with the Library's public sector peers.

Mr. Stern then recapped some of the more salient items of the proposed Budget.

(1) Grant-In-Aid income is budgeted at $2.88 per capita, the same figure as actually received in 1984/1985 and in current 1985/1986.

(2) The State Special Insurance Grant income item of $37,500.00 must be considered a little "soft," depending on the effect of the Gramm-Rudman Hollings bill on the Federal source for this money.

(3) We are asking for an additional $72,471.00, or 4%, from the three levying authorities.

(4) The total 1986/1987 Budget is $2,656,720.00; $114,337.00, or 4.50%, larger than the 1985/1986 Budget adopted last year at this time.

(5) This $114,337.00 overall increase has been distributed among the major Expense categories, as follows:

Wages and Fringes	$1,841,607.00, up $37,844.00
Library Materials	$350,000.00, up $25,000.00
Other Expenses	$441,743.00, up $50,024.00
Non-Operating and Clendenin/Nitro	$23,370.00, up $ 1,464.00

(6) Substantial increases have been provided for the following "Other Expense" line item accounts (a) Repairs and Maintenance, (b) Comprehensive Insurance and (c) Service Contracts.

After discussion, upon motion by Mr. Stowers, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Budget for 1986/1987, in the amount of $2,657,720.00, be approved as presented.

Motion Carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Mr. Stowers, moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1986, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Mr. Stowers moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1986, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President;
and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Mr. Stowers moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1986, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Cash Management. Mr. Stern reported that the Kanawha County Public Library has $340,000.00 on deposit with the State of West Virginia Consolidated Investment Fund, yielding 12% that will be withdrawn on February 18, 1986 and reinvested.

The following deposits and withdrawls are planned:

Deposit	Amount	Withdrawl
February 13, 1986	$340,000.00	February 18, 1986
February 18, 1986	210,000.00	February 25, 1986
February 25, 1986	220,000.00	March 4, 1986

Copies of the February, 1986 Cash Management Scheduling Worksheet were distributed.

Proposed 1985/1986 Additional Allocation for Library Materials and Public Access Terminals Wiring. Mr. Stern reported that total Projected 1985/1986 income is expected to exceed total projected 1985/1986 expenditures by about $45,000.00 - $50,000.00. He said that most of this is attributed to Interest income, now expected to be substantially higher than originally budgeted, and to staff positions that are presently unfilled. He asked for authorization to spend an additional $20,000.00 on Library Materials and $10,000.00 more for Public Access Terminals Wiring. He explained that the wiring bid had come in at about $10,000.00 more than had been originally set aside for it. The low original estimate was based, in good part, on the expectation that some of the installation labor would be performed by the then "Automation Manager," Mr. Charles McMorran, who has since resigned.

After discussion, upon motion of Mr. Stowers, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to transfer $20,000.00 to the Library Materials Account and $10,000.00 to the Public Access Terminals Account Project; a total of $30,000.00.

Motion carried.

There being no further business the meeting on motion adjourned.

Helen F. Smith
President

Joel Stern
Assistant Secretary

BUDGET 1986/87
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$ 667,740	
Clerical	818,917	
Custodial	106,067	
Reserve for Reclassification	10,000	
	$1,602,724	
Fringe Benefits		
Social Security	$ 110,483	
Health Insurance	120,400	
Workers Compensation	6,000	
WV Unemployment - Self Insurance	2,000	
	$238,883	
Library Materials		
Books	$ 272,000	
Binding	10,000	
Audio-Visual	23,000	
Periodicals	45,000	
	$ 350,000	
Other Expenses		
Non-Salary Personnel Expense	$ 2,001	
Building Supplies	8,200	
Furniture and Equipment	24,000	
Comprehensive Insurance	30,000	
Miscellaneous Expense	12,600	
Office and Library Supplies	49,700	
Processing Costs	31,001	
Repairs and Maintenance	40,843	
Service Contracts	82,900	
Travel	11,301	
Utilities	136,197	
Vehicles	13,000	
	$ 441,743	
TOTAL OPERATING EXPENSES		$2,633,350
NON-OPERATING EXPENSES		
Automated Circulation System		15
P.A.T. Project		7
Long Range Planning Project		1
Unallocated		1
Unanticipated Income Clearing Account		1
TOTAL BUDGET - KCPL		$2,633,375
OTHER LIBRARIES		
Clendenin	$ 3,954	
Nitro	19,391	
TOTAL AFFILIATES		23,345
GRAND TOTAL		$2,656,720

OTHER INCOME			
Cross Lanes	$ 3,000		
Dunbar	15,000		
Elk Valley	3,000		
Glasgow	0		
Marmet	3,700		
St. Albans	22,800		
Sissonville	3,000		
TOTAL BRANCH SUPPORT		$ 50,500	
Miscellaneous	39,000		
Interest	22,600		
South Charleston Automation Fee	2,400		
Carry forward	0		
TOTAL INTERNAL SUPPORT		$ 64,000	
State-Special Grant	37,500		
State-GIA	620,484		
TOTAL STATE SUPPORT		$ 657,984	
TOTAL - OTHER INCOME			$ 772,484
APPRORRIATED FUNDS			
Board of Education	$ 813,998		
County Commission	813,998		
City of Charleston	256,240		
TOTAL - APPROPRIATED FUNDS			$ 1,884,236
GRAND TOTAL INCOME			$ 2,656,720

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

Positions	Employee	Monthly Salary	Annual Salary
Reference Librarian	Elisabeth Fraser	$ 1,358	$ 16,296
Children's Librarian, Dunbar/Elk Valley	Terri McDougal	1,358	16,296
Circulation Librarian	Kim Dankovich	1,412	16,944
Children's Librarian, St. Albans	Joyce Davidson	1,412	16,944
Processing Librarian	OPEN	1,412	16,944
Branch Librarian, Sissonville	Mary Saynog	1,480	17,760
Branch Librarian, Clendenin	Jean Andrews	1,562	18,744
Chief, Children's Librarian	Ava Elizabeth Hand	1,601	19,212
Branch Librarian, Glasgow/Marmet	Anna Parker	1,601	19,212
Extension Librarian	Catherine Willard	1,601	19,212
Branch Librarian, Cross Lanes	Karen Meeks	1,633	19,596
Extension Librarian	Daisy Stemple	1,633	19,596
Circulation Librarian	Eugene Fleisher	1,652	19,824
Reference Librarian	Lois Leasure	1,652	19,824
Chief, Circulation Librarian	Sylvia Newman	1,678	20,136
Extension Librarian	Sara Thompson	1,678	20,136
Branch Librarian, Elk Valley	Linda Hill	1,699	20,388
Personnel Officer	OPEN	1,732	20,784
Circulation Librarian	Zetta Walker	1,837	22,044
Branch Librarian, Dunbar	Stephen Crowley	1,920	23,040
Chief, Processing Librarian	Claudia Benton	2,004	24,048
Branch Librarian, St. Albans	Marguerite Palmer	2,043	24,516
Chief, Reference Librarian	June Martin	2,084	25,008
Automation Systems Specialist	OPEN	2,057	24,684
Chief, Adult Services Librarian	Sara Sue Wright	2,157	25,884
Chief, Extension Librarian	Jo Ellen Flagg	2,475	29,700

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Assistant Director	Joel Stern	$ 3,043	$ 36,516
Director	Nicholas Winowich	3,955	47,460
SUB-TOTAL, FULL-TIME LIBRARIANS		$51,729	$620,748
HOURLY			
Substitutes			$ 35,252
Sunday Service			11,740
SUB-TOTAL			$ 46,992
GRAND TOTAL			$667,740

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Library Clerk I, Circulation	Patsy Knight	$ 756	$ 9,072
Library Clerk I, Circulation	Pamela Morris	756	9,072
Library Clerk I, Circulation	Glenna Butler	756	9,072
Library Clerk I, Extension	OPEN	756	9,072
Library Clerk I, Processing	Sara Burgess	786	9,432
Library Clerk I, Children's	Deborah Lee	786	9,432
Library Clerk I, Sissonville	Bernice Harrison	786	9,432
Library Clerk I, Children's	Pamela Mollohan	817	9,804
Library Clerk I, Cross Lanes	Jeannette Higginbotham	834	10,008
Library Clerk II, Extension	Charles Hunt	866	10,392
Library Clerk I, Processing	Dora Skeens	884	10,608
Library Clerk II, Circulation	Joan Peters	884	10,608
Library Clerk II, St. Albans	Delores Berry	901	10,812
Library Clerk II, Dunbar	Daniel Dixon	937	11,244
Library Clerk I, Extension	Linda Irving	938	11,256
Data Entry Operator, Processing	Jessica Harper	991	11,892
Library Clerk III, Circulation	Barbara Straughter	991	11,892
Mobilibrary Driver, Extension	Lloyd Wills	991	11,892
Library Clerk I, Administration	Alfreda Jackson	1,004	12,048
Library Clerk I, Children's	Mary Burgess	1,004	12,048
Library Clerk I, Circulation	William McDowell	1,004	12,048
Library Clerk I, Dunbar	Rosalind Reid	1,004	12,048
Library Clerk I, Dunbar	Shirley Williams	1,004	12,048
Library Clerk II, Extension	Angela Harper	1,013	12,156
Library Clerk I, Circulation	J. Edward Topliff	1,026	12,312

SALARIES - CLERICAL

Position	Employee	Monthly Salary	Annual Salary
Library Clerk I, Circulation	Mary Jo Jackson	$ 1,054	$ 12,648
Library Clerk I, Circulation	Sara Meadows	1,054	12,648
Library Clerk II, Extension	Phyllis Shamblen	1,054	12,648
Library Clerk II, Elk Valley	Shirley Smyth	1,054	12,648
Library Clerk II, St. Albans	Barbara Riley	1,054	12,648
Data Entry Operator, Processing	Barbara Jackson	1,072	12,864
Library Clerk III, Dunbar	Wanda Good	1,072	12,864
Library Clerk III, Clendenin	Lucy Frazier	1,094	13,128
Library Clerk II, Circulation	Paula McCormick	1,096	13,152
Library Clerk II, Extension	Arrietta Burgess	1,096	13,152
Library Associate I, Automation	Sandra Dempsey	1,135	13,620
Library Clerk III, Administration	Janet Adams	1,138	13,656
Library Clerk III, Sissonville	Janie Good	1,138	13,656
Library Clerk III, Extension	Nancy Pennington	1,140	13,680
Library Clerk II, St. Albans	Victoria Cox	1,140	13,680
Library Clerk II, Extension	Mary Frances Lee	1,186	14,232
Library Clerk II, Reference	Onnalee Arcuri	1,186	14,232
Library Clerk III, Administration	Mary Penn	1,206	14,472
Data Entry Operator, Processing	Susan Ferguson	1,206	14,472
Library Associate I, Extension	Jay Pauley	1,227	14,724
Data Entry Operator, Processing	Vicki Moore	1,230	14,760
Data Entry Operator, Processing	Sandra Trimble	1,230	14,760
Library Clerk III, Extension	OPEN	1,183	14,196
Library Clerk III, Cross Lanes	Sandra Sue Martin	1,254	15,048
Library Clerk III, Elk Valley	Nova Casto	1,254	15,048
Library Clerk III, Glasgow	Maria Farley	1,254	15,048
Library Clerk III, St. Albans	Bridget Herndon	1,254	15,048

SALARIES - CLERICAL

Position	Employee	Monthly Salary	Annual Salary
Library Clerk III, Children's	Betty Jane Harper	$ 1,298	$ 15,576
Book Collector, Circulation	Ronald Finney	1,298	15,576
Financial Clerk, Administration	Virginia Banning	1,343	16,116
Library Associate II, Processing	Mae Thomas	1,519	18,228
Administrative Assistant, Administration	Lorena Ammar	1,998	23,976
SUB-TOTAL, FULL-TIME CLERICALS		$ 62,130	$ 745,560
HOURLY			
Regularly			$ 61,919
Sunday Service			11,438
SUB-TOTAL			$ 73,357
GRAND TOTAL			$818,917

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodial Worker, Building & Grounds	OPEN	$ 735	$ 8,820
Custodial Worker, Building & Grounds	Carrol G. Simmons	780	9,360
Custodial Worker, Building & Grounds	Emanuel Robinson	930	11,160
Custodial Supervisor, Building & Grounds	Donald Bain	1,031	12,372
Security Officer, Building & Grounds	Edward Clark	1,160	13,920
Building Superintendent, Building & Grounds	Jimmy Snyder	1,351	16,212
SUB - TOTAL, FULL-TIME BUILDING & GROUNDS		$5,987	$ 71,844
HOURLY			
Regularly Scheduled			$ 32,963
Sunday Services			1,260
			$ 34,223
GRAND TOTAL			$106,067

Salaries - Reclassification

Reserve for Reclassification	$10,000

Fringe Benefits

Social Security	
Calendar 1986 contributions - 7.15% on earnings up to $42,000	$110,483
Calendar 1987 contributions - 7.15% on earnings up to $42,000 (est.)	
Health Insurance	
West Virginia Public Employee Insurance	109,000
Dental and Eye Care Insruance	11,400
Worker's Compensation	
Amount based on all employees at $.40 per $100	6,000
West Virginia Unemployment: Self-Insurance	2,000
	$238,883

Library Materials

Books

Children's	$ 18,000
Circulation	74,000
Extension	56,000
Reference	44,000
Cross Lanes	10,000
Dunbar	13,000
Elk Valley	10,000
Glasgow	6,500
Marmet	6,500
St. Albans	18,000
Sissonville	9,000
Freight In and Jackets	7,000
	$ 272,000
Audio Visual	$ 23,000
Binding	10,000
Periodicals	45,000
	$ 350,000

Non-Salary Personnel Expenses

Work Study Programs	$1,000
Security Officers	1
Personal Services Contracting	1,000
	$2,001

Building Supplies

Fluorescent tubes and incandescant lamps	$2,200
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	6,000
	$8,200

Furniture and Equipment

Unspecified	$24,000

Comprehensive Insurance

Comprehensive Insurance	$30,000

Miscellaneous

Legal advertising	$ 500
Audit	4,500
Refunds on lost books - paid	500
Petty Cash Disbursements	1,500
Membership	900
Interview Expenses	800
Printing	500
Library Programs	3,400
	$12,600

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$12,700
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	20,000
Postage	
Postal cards, stamped envelopes and stamps	10,000
Automated Circulation System	7,000
	$49,700

Processing Costs

Processing Costs - Regular	$31,000
Processing Costs - Reconversion	1
	$31,001

General repairs and maintenance	$40,843

Service Contracts

Office Machines	$ 6,300
Library Machines	6,300
Elevators (3)	8,500
Air Conditioning	11,900
Other	1,500
Rentals	18,400
Automated Circulation System	30,000
	$82,900

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in White Sulphur Springs	$ 2,000
Director, Assistant Director and staff Librarians to attend American Library Association annual Summer Meeting in New York, N. Y.	3,600
Staff Development, Workshops and Seminars	4,000
Other	100
Director and Assistant Director to attend American Library Association Midwinter meeting in Chicago, Illinois	1,600
Director and one staff librarian to attend Middle Atlantic Regional Library Federation meeting	1
	$11,301

Utilities

Electricity	$ 73,085
Fire Service Fee, Charleston	1,050
Gas	9,852
Sewerage	2,275
Telephone	44,952
Water	4,983
	$136,197

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$ 4,500
Mobilibrary - manitenance	5,000
Other Vehicles - maintenance	3,500
	$13,000

Non-Operating Expenses

Automated Circulation System	$15
P.A.T. Project	7
Long Range Planning Project	1
Unallocated	1
Unanticipated Income Clearing Account	1
	$25

Affiliate Libraries

Clendenin Library	$ 3,954
Nitro Library	19,391
	$23,345

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 10, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 10, 1986 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mr. Stowers
Mr. Wallace
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Mrs. Daisy Stemple, President, Kanawha County Public Library Staff Association was also present for the first part of the meeting.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 17, 1986 meeting were approved.

Kanawha County Public Library Staff Association. After an introduction by the Library Director, Mrs. Daisy Stemple, President, Kanawha County Public Library Staff Association, gave a brief summary of the purposes and activities of the Staff Association. Her report included the following:

1. The association is primarily a work and service organization, planning and conducting social events for the staff such as holiday buffets, etc.

2. Dues are low to encourage membership, approximately half of the total staff belong to the Association.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February, 1986. Included were the following: The Grant-In-Aid (GIA) opportunity, funded by the State of West Virginia, will provide, during fiscal 1986/1987, the sum of $2.98 per person. Additional income to Kanawha County Public Library totals nearly $21,500.00 more than anticipated. Administration recommendations are noted as follows:

1. To hold this income, unexpended, in the event that the Governor would reduce state appropriations by whatever amount; and

2. To cover, partially, the insurance contribution of $37,000.00 made possible by the Library Services and Construction Act (LSCA).

Approval of Bills. The Library Director submitted Book Bills List No. 345 ($18,177.13) and General Bills List No. 345 ($22,947.50) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 343 ($929.78) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

Retirement of Nicholas Winowich. The President reported that Mr. Nicholas Winowich, announced by letter of February 26, 1986, that he was planning to retire from his position as Library Director of the Kanawha County Public Library on or about June 30, 1986. The letter was sent to all present board members and several former board members. The letter will be filed with the minutes of this meeting.

The President and Mr. Ray gave an expression of gratitude in behalf of the Library Board to Mr. Winowich for his outstanding leadership, dedicated service and inspiration as Library Director.

Upon motion by Mr. Ray, seconded by Mr. Stowers, it was moved that Mr. Winowich's resignation be accepted reluctantly and with regret on or about June 30, 1986.

Reports of Committees.

Personnel Committee. The President and Dr. Bannerot, Chair, Personnel Committee, reported on preliminary steps being taken to find a new Library Director. The draft of a job description is being developed with input from senior staff members.

The President asked Mr. Ray, Dr. Bannerot and Dr. Wallace to serve as an "Executive Selection Committee" to assume primary responsibility for recruiting and interviewing for the job of Library Director. The President made it clear that the final responsibility for the selection of a new Director rests solely and exclusively with the Library Board of Directors.

The President stated that she and Mr. Winowich intended to recruit and/or interview Library Director candidates at the American Library Association annual convention in New York City in late June, 1986.

Buildings and Grounds Committee. Mr. Santrock, Chair, reported on the serious cracked glass situation on the second floor of the St. Albans Library that required emergency action.

Mr. Robert L. Wilson, AIA, of Wilson and Goff, after careful inspection, stated that the slippage or settling of granux slabs framing the windows caused the cracking and must be replaced and reset. The cracked glass, too, had to be replaced. Mr. Santrock said that the Library Director had also spoken to Mr. Jack Allesandrini of Charleston Tile and Marble Company about the granux sections.

The Library Director reported that Mr. Wilson secured estimates to replace the windows and to reinstall three pieces of granux (granite type material) which came loose and are responsible for the damages.

After discussion, upon motion of Mr. Santrock, seconded by Mr. Stowers, it was unanimously

RESOLVED, That the action of the Library Director in accepting the bid submitted by the Cardinal Glass and Mirror, Inc. to replace all four window units at the St. Albans Branch Library for a sum of $2,860.00 be ratified and approved; and

RESOLVED FURTHER, That the action of the Library Director in issuing a purchase order to Charleston Tile and Marble Company for furnishing labor, materials, for three pieces of Granux above the entrance at the St. Albans Branch Library at a cost of $1,312.86 be ratified and approved.

Motion carried.

Budget Committee.

Cash Management. Mr. Stern reported that a letter had been received from Mr. David Stewart, Treasurer, Kanawha County Board of Education, suggesting that the Library could increase its average balances in the State of West Virginia Consolidated Investment Fund thereby increasing interest income. The nub of Mr. Stewart's proposal entails every day monitoring of the Library's checking account at City National Bank. Mr. Stewart wrote, "I have begun a daily banking activity ledger sheet whereby I can forecast the expenditures in relation to checks issued and manage your cash balance in City

National Bank." Mr. Stern made a rough estimate that this procedure would increase average invested balances at least $25,000.00 for an additional annual interest income of about $3,000.00.

Mr. Ellis then explained this close cash management procedure from a banking view point. He felt that it was sound.

After discussion, it was the consensus of the Board that Mr. Stewart's assistance should be accepted.

Consolidated Investment Fund/Branch Boards. Mr. Stern reported on a visit from Mr. Frank Fava, representative of the West Virginias Treasurer's Office, who wanted a resolution from the Board of Kanawha County Public Library indicating the Kanawha County Public Library Board's approval for a Branch Board, on decision by that Board, to invest its own funds with the State's Consolidated Investment Fund. The thrust of the discussion that ensued was negative. It was felt that such a resolution would be read by some local boards as infringement on their independence. The Kanawha County Public Library Board decided to table the matter without any action.

There being no further business the meeting on motion adjourned.

Helen F. Smith
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 14, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 14, 1986 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mr. Ellis
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mr. Stowers
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Mr. A. Eddie Bassett, Mayor, St. Albans, was present for the first part of the meeting.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the March 10, 1986 meeting were approved.

Budgetary Problem. The Mayor of St. Albans, A. Eddie Bassett, presented to the Library Board the reasons for the inability of paying $10,800.00 for the 1986/1987 with the explanation that the money is not available. The St. Albans City Council has reduced the annual contribution to the St. Albans Public Library by $10,800.00 for the fiscal year 1986/1987. Mr. Bruce Moss, representative of the Library Board, explained that the possible reduction would result in reduction of services and personnel in 1986/1987. Mr. Bassett came to the

Board to explain that the shortfall of $818.00 for the present budget might be restored. The Mayor indicated that he will do all he can to restore the reduction, but he must abide by the rules of the Council.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1986. Included were the following:

1. One of ALA's best sellers, among the poster set, is our Lemonade Stand which retails for $4.00. Prints were made available to most Library Board Members. Please call me for a replacement, complimentary copy if your print is lost or damaged.

2. The computer system, which will automate the circulation/return of library materials as-well-as many other functions, is, at this stage, "huffing and puffing". The response time, for example, is less than desirable. However, all parties, including West Virginia Library Commission, Hewlett Packard, Virginia Tech and Kanawha County Public Library are committed to the best, quickest, fastest and easiest in automated systems at a fair and reasonable cost.

3. Thirty-five terminals have been ordered and received for institutions as PAT's (Public Access Terminals). Each unit, to be used by patrons, will serve as the card catalog.

Approval of Bills. The Library Director submitted Book Bills List No. 346 ($57,221.40) and General Bills List No. 346 ($54,755.46) duly certified and approved in accordance with the Bylaws, and on motion of Mrs. Rugeley, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 344 ($1,660.37) duly certified and approved in accordance with the Bylaws, and on motion of Mrs. Rugeley, seconded by Mr. Stowers, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

St. Albans Branch Library Budget for 1986/1987. Mr. Moss reported that a meeting was held on Thursday, April 10, 1986 to discuss the shortfall of the St. Albans Branch Library's Budget for 1986/1987 for $10,800.00. Attending the meeting were: Mr. Homer Sweeney, President of the St. Albans Library Board, Mr. Winowich, Mr. Stern, Ms. Peggy Palmer, St. Albans Branch Librarian, and Mr. Moss.

Mr. Moss and the Library Director reported that the Committee had discussed three alternatives regarding the shortfall. Included were the following:

St. Albans "Shortfall Strategy", developed at April 10, 1986 meeting attended by Bruce Moss, Homer Sweeney, Peggy Palmer, Joel Stern and Nicholas Winowich.

I. What To Do at Different 1986/1987 Shortfall Levels

	Cost Incr/Decr Including Fringes
A. $10,800.00--this is present indicated shortfall	
1. Eliminate Sunday Service	- $ 4,200.00
2. Transfer one St. Albans Clerk to another part of system	- 12,300.00
3. Hire 20 hour/week part-time Clerk	+ 5,000.00
	- $11,500.00
4. Adjust public hours to reduced staff hours/week; will probably mean closing 1 out of the 3 nights per week St. Albans is open.	
B. $5,000.00-$7,000.00--if City of St. Albans restores about half	
1. Eliminate Sunday Service	- $ 4,200.00
2. Transfer one St. Albans Clerk	- 12,300.00
3. Hire 2 20 hour/week part-time Clerks	+ 10,000.00
	- $ 6,500.00
4. Close one night	

C. $1,000.00-$2,000.00--Most of cut restored

1. No staffing change or public hours change
2. Divvy up shortfall between St. Albans Board and Kanawha County Public Library.

II. Presentation by Mr. Winowich and Mr. Stern of these 3 fallback positions will be considered at the St. Albans Board Meeting, Tuesday, April 15, 1986.

III. Approach to City officials and other interested parties will be quiet and diplomatic. We will assume that everyone is making a good faith effort so that a "media war" can be avoided.

Bruce Moss will see the Mayor to go over the fallback positions.

IV. There will be a $818.00 shortfall this current 1985/1986 year.

1. No curtailment of service during balance of year.
2. St. Albans Board to come up about half; Kanawha County Public Library to absorb the rest.

V. Consideration of a money drive and/or use of volunteers to be deferred until we have a "final reading" of City of St. Albans support.

There was some discussion.

Finance Committee. Mrs. Rugeley, Chair, presented an annual report for the period January 1, 1985 - December 31, 1985 of the Finance Committee on the Special Funds held in the Kanawha Valley Bank. Copies of the report were distributed to board members present. The report showed the following:

Balance as of January 1, 1985		$51,214.45
Receipts		
Gifts	$9,879.85	
Interest	3,703.69	13,583.54
		$64,798.99
Expenditures		29,401.87
Balance as of December 31, 1985		$35,396.12

Mrs. Rugeley stated that an annual report will be prepared each year. There was some discussion. A copy of the report will be placed on file.

Insurance Committee. In the absence of Mr. Kuhns, Chair, Mr. Stowers, Assistant Chair, reported that the Library Director had renewed its Directors and Officers Liability Insurance premium, through DeVan and Company, effective March 12, 1986 through March 11, 1987. The cost of the premium is $3,710.00 or 336.47% increase over last year's premium of $850.00. He said the maximum coverage is $1 million and has a deductible of $250.00.

After discussion, upon motion of Mr. Stowers, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the action of the Library Board in renewing its Directors and Officers Liability Insurance premium to become effective March 12, 1986 through March 11, 1987 at a cost of $3,710.00 be ratified and approved.

Motion carried.

Building and Grounds Committee. Mr. Santrock, Chair, reported that a legal ad for painting bids had appeared in the Charleston Gazette and the Charleston Daily Mail on April 2, 1986 and April 9, 1986. The painting bids are for the main floor and mezzanine area of the Kanawha County Public Library. This is part of the renovation project.

Mr. Santrock stated that bid opening was held on April 14, 1986 at 2:00 p.m. in the Library Board Room. Four bids were received. The bids are recorded as follows:

Bidder	Amount
L. F. Smithson	$4,377.00
Mountain State Painting	4,395.00
W. Q. Watters Company	8,740.00
Murrell Slappe & Sons	5,020.00

Mr. Santrock pointed out that L. F. Smithson painted the main floor in 1982 and that we were well satisfied with their work. Upon motion of Mr. Santrock, seconded by Dr. Hairston, it was unanimously

> RESOLVED, That the Library accept the bid of L. F. Smithson, Inc. for the painting of the main floor and mezzanine area at the Kanawha County Public Library at a sum of $4,377.00.

Motion carried.

Library Director Project. The President announced that a Search Committee has been appointed to recruit and interview applicants for the job of Library Director. The members are as follows: Dr. Wallace, Chair; Mr. Ray, Assistant Chair; Dr. Bannerot, Mr. Ellis, Dr. Hairston, Mrs. Rugeley, Mrs. Smith, President, and Mr. Donald Springer, who will serve as the lay person. A librarian and a member of the clerical staff will also be appointed to serve on the committee.

Dr. Wallace, Chair, Search Committee, stated that the Committee should begin to make their plans and study immediately for hiring a new library director. A meeting is scheduled for Monday, April 21, 1986, at 2:00 p. m. in the Library Board Room. Ads for the position will appear in library periodicals.

NEW BUSINESS

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association would be held in New York, N. Y., June 28, 1986 - July 3, 1986. Following discussion, upon motion by Dr. Hairston, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That four staff members and the President of the Library Board be authorized to attend the American Library Association Annual Conference scheduled to be held in New York, N. Y. and that their expenses, not to exceed $3,600.00 be paid.

Motion carried.

There being no further business the meeting on motion adjourned.

Helen F. Smith
President

Joel Story
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 12, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 12, 1986 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mr. Ellis
Mrs. Gallian
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Stowers
Dr. Wallace

Also present were Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant and Miss Ginny Goode, Personnel Officer.

Mr. Ray, First Vice-President, presided until the arrival of Mrs. Smith. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 14, 1986 meeting were approved.

Assistant Library Director's Report. The Assistant Library Director, in the absence of the Library Director, presented an oral report on the activities of the Library for the month of April, 1986. Included were the following:

1. Under the able direction of Martin Moses, Cross Lanes Board Member, and Karen Meeks, Cross Lanes Librarian, a very successful 10th Anniversary Celebration was held at the Cross Lanes Branch Library, May 9-10, 1986. The events included George Daugherty, Earl of Elkview, a mini-carnival, a glaucoma clinic, a blood pressure clinic, a book sale and a magician. Attendance and interest were very good at all events.

2. L. F. Smithson, successful bidder for the first floor painting contract, will begin work, May 12, 1986. The painting will be done at night to minimize interruption of service and should be completed by the end of the week.

3. While much remains to be done, there has been a significant improvement in the Automated Circulation System's response time. On May 5, 1986, Dr. Chachra, President of VTLS, (supplier and supporter of the System's software), two of his technical people, two representatives of Hewlett-Packard and three Kanahwa County Public Library people, discussed ways of dealing with the problem. Additional procedural improvement should help. There is also a strong possibility that the System's memory capacity needs to be increased.

Approval of Bills. The Assistant Library Director submitted Book Bills List No. 347 ($15,461.53) and General Bills List No. 347 ($39,033.64) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Moss, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 345 ($1,457.47) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Moss, and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Personnel Committee. In the absence of Dr. Bannerot, Chair, Mr. Stowers, Assistant Chair, reported on two of the three openings: Automation Manager and Personnel Officer. At Mr. Stowers' request, Miss Goode reported that the Search Committee had interviewed two candidates for the position of Automation Manager. She reviewed the personal and professional qualifications of Mrs. Karen Philippi, the recommended candidate. Mr. Stowers said the Committee recommends the employment of Mrs. Karen Philippi.

After discussion, upon motion of Mr. Stowers, seconded by Mr.Ellis, it was unanimously

RESOLVED, That Mrs. Karen Philippi be employed as Automation Manager, beginning June 2, 1986, at an annual salary of $28,500.00.

Motion carried.

Mr. Stowers also reported that the Search Committee had interviewed several candidates for the position of Personnel Officer. At Mr. Stowers' request, Miss Goode reviewed the personal and professional qualifications of Miss Pamela McClure, the recommended candidate. Mr. Stowers said the Committee recommends the employment of Miss McClure for the position of Personnel Officer at an annual salary of $21,612.00, beginning June 9, 1986. The recommendation of the Personnel Committee was accepted.

Budget Committee.

Unexpended Balance. Mr. Stern reported on his recently completed projections of 1985/1986 operating income and operating expense, based on ten months actual, plus estimates for the last two months. He expects operating income to be greater than operating expense by about $17,000.00. He concluded by saying that this would be reduced to about zero by the additional PAT Project appropriation of $10,000.00, approved at the February 19, 1986 Meeting, and the additional Automated Circulation System expenditure of $7,854.20, approval of which will be requested at today's Meeting. After discussion, upon motion by Mr. Kauffelt, and seconded by Mr. Stowers, it was unanimously

RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1986, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1986.

Motion carried.

Automation Circulation System. Mr. Stern reported that the Library had submitted a request to the West Virginia Library Commission for a grant to purchase nine light pens and twelve terminals with built-in thermal printers for a total cost of $12,319.00. He said the Library was in receipt of a letter from West Virginia Library Commission informing us that the Commission had approved a grant for $4,465.12 towards the purchase of pens and terminals. Mr. Stern reported that orders for this equipment had already been placed after canvassing members of the Budget Committee.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the action of the Library Director be ratified and approved for the purchase of light pens and terminals for the Automation Circulation System at a cost of $12,319.00 of which $4,465.00 is to be paid by the West Virginia Library Commission and the remainder of $7,854.00 be paid from underexpended balances.

Motion carried.

St. Albans 1986/1987 Contribution Shortfall. Mr. Kauffelt reported that the St. Albans Board had submitted a recommendation for reduction of services to reduce expenses by the currently indicated shortfall amount of $10,800.00. The main points of the reduction, all to begin July 1, 1986:

		Savings
1.	Eliminate Sunday Service	$4,200.00
2.	Transfer one St. Albans full time clerk to another part of system; partial replacement with a 20 hour/week clerk	7,300.00
3.	Reduction of evening service from three nights a week to two nights a week.	
4.	Elimination of the availability of meeting rooms when the Library is not open	

At Mr. Kauffelt's request, Mr. Stern commented that St. Albans' recommendation followed, in its main points, the suggestions arrived at in previous meetings involving Mr. Homer Sweeney, President of St. Albans Board, Mr. Moss of our Board, Ms. Palmer, St. Albans Librarian, Mr. Winowich and Mr. Stern. He added that the $7,300.00 savings for item #2 could be larger, depending on the person being transferred.

Upon motion of Mr. Kauffelt, seconded by Mr. Stowers, it was unanimously

> RESOLVED, That the Library Board accept the recommendations of the St. Albans Library Board of their proposed reduction in services to take care of their shortfall of $10,800.00 for 1986/1987.

Motion carried.

Considerable discussion followed on the implication of this action. The desirability of a consistent plan for dealing with shortfalls from any branch was mentioned by several as was the question of an overall review of all our contribution Agreements with the various branches, both those in incorporated places--St. Albans, Dunbar, Marmet and Glasgow--and those in unincorporated places--Cross Lanes, Elk Valley and Sissonville.

The President suggested that the Budget, Services and Long Range Planning Committees should make some specific recommendations to the Board.

Resource Committee. In the absence of Mrs. Glasser, Chair, Dr. Wallace stated that, at the request of the Library Director, the Committee is presenting for Library Board's approval the purchase and installation of a tape streamer for the H-P 150 micro computer that is used in book ordering. He stated the streamer, costing $2,134.50, will greatly speed up the necessary backing up of data in the system. The Committee recommended that the Library Director purchase the tape streamer from the Steele A. Hawkins, Jr. Trust Fund at a cost of $2,134.50. The Library Board approved the recommendation of the Resource Committee.

Search Committee for Library Director. Dr. Wallace, Chair, reported that the Committee had held three meetings, one on each Monday preceding the Board Meeting, to discuss procedures to be taken in employing a new library director. He said the following steps were completed:

1. Policy and set of procedures were adopted.
2. Ads were placed in Library periodicals.
3. Decision to be made on four or five finalists.
4. Letters will be sent to each applicant.
5. The Library Director and the President of the Library Board will attend the American Library Association in New York, latter part of June to meet and talk with potential applicants.
6. Committee will screen applicants.
7. Materials had been assembled about Charleston and Kanawha County.
8. Mr. Donald Springer had been attending the meetings with the committees.

Library Board Membership Committee. The President reported that the Library Board Membership terms of Mrs. Gallian, Mr. Jacobson and Mrs. Smith were scheduled to expire on June 30, 1986. The President appointed the following persons to serve on the Library Board Membership Committee:

Dr. Hairston, Chair
Mrs. Gallian
Mr. Santrock

Staff Meeting. Mr. Stern reported that the Library Director plans to schedule a general meeting of the entire library staff on Tuesday, May 27, 1986, at the Dunbar Branch Library for the purpose of informing the entire staff on important matters of current Library interest. Mr. Stern distributed copies of the memo and agenda that will be distributed to the staff. Major

topics for discussion are Funding, Personnel and Long Range Planning. It was stated that the main library and branches be closed until noon on May 27, 1986. It was suggested that the newspapers be notified of the library's closing.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Stowers, it was unanimously

RESOLVED, That a General Staff Meeting be held Tuesday, May 27, 1986, for the purpose of presenting and discussing important matters of current library interest; and

RESOLVED FURTHER, That the opening of the system on that day be delayed until 12:00 noon for this Meeting.

Motion carried.

There being no further business, the meeting on motion adjourned.

Helen J. Smith
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 9, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 9, 1986 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Stowers
Mr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Mrs. Sara Sue Wright, Adult Services Librarian and Miss Ginny Goode, Personnel Officer.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the May 12, 1986 meeting were approved.

Library Director's Report. The Library Director presented an oral report on the activities of the Library for the month of May, 1986, which follows:

Kanawha County Public Library, through its Extension Department, is proposing to submit a Bicentennial grant application to the Humanities Foundation of West Virginia for the purpose of highlighting activities and programs dedicated to the observance of the community's 200th Anniversary (Charleston and Kanawha). The tentative title is, THE KANAWHA VALLEY 1788 - 1988: THE BEGINNING, THE BICENTENNIAL AND THE FUTURE. Jo Ellen Flagg, Project Director Proposed, and Nicholas Winowich are thinking in terms of public forums on the

history, development and future of the Kanawha Valley formatted through lectures, seminars, film/video cassettes and reminisces (oral history). The FINAL PROGRAM will emphasize THE FUTURE to be presented by a "world class" futurist. His/her vision, with help from a select number of persons from Charleston, Kanawha County, State of West Virginia, is expected to be interesting, exciting and informative.

Our Humanities Foundation "track record" was good. The Library's previously funded grant applications in 1980, 1981, and 1982 were well attended and recognized as outstanding events (by local evaluators) and by the Chair, National Endowment for the Humanities.

The staff prepared a statement on Patron Registrations which reflects the following library concerns:

1. Each patron must have/own his/her own borrower's card.

2. The borrower's card will be mailed to patron to confirm name and address.

3. No allowances will be made for "claims returned." ("I don't know why you communicated with me about the overdue library materials. I returned those things.") Now, it will no longer be their word versus ours. The data base will serve as judge and jury.

4. Patron registrations will be entered into the "computer" as soon as possible, before, if not sooner than three (3) days.

5. Juvenile cards will be issued to children at age four (4); most of whom WANT to read public library books.

The statement follows:

> The Kanawha County Public Library System will not circulate (check-out) materials to patrons who do not present a valid patron card at the time of the transaction. The Kanawha County Public Library System will not make any exceptions to this policy. The Kanawha County Public Library System will not look up patron information at any location to accomplish a circulation request.

The Kanawha County Public Library System will allow a patron to circulate (check-out) two (2) items of material when that patron is a newly registered patron or when that patron is applying and paying for a duplicate patron card.

The Kanawha County Public Library System will require the patron to surrender the newly received patron card or replacement card so that the card can be mailed to that patron's residence. This procedure will act as verification of the patron's identification and address.

The Kanawha County Public Library System will mail all new patron cards and replacement cards to the patron's residence or address given.

The Kanawha County Public Library System will state, as a matter of public record and information, a policy that reads:

The Kanawha County Public Library System assumes that patrons whose names, addresses, etc., are in the automated circulation system data base are legally responsible for circulated materials (materials charged out in their name) because their patron information would not be in the automated circulation system data base without their completion and signing of a registration card and their acceptance of the rules and responsibilities stated thereupon.

A patron whose card has been renewed because of the automatic expiration sequence, will also be held responsible for all circulated material even if a new registration card has not been completed.

The Kanawha County Public Library System will set a specific time limit on the retention of the signed registration cards. This time sequence is the retention of cards for three (3) weeks which at the end of the third week, the cards from the first week will be destroyed.

The Kanawha County Public Library System will initiate a fee for replacement cards. The fee for the first replacement card will be fifty (50) cents. The fee will double for each succeeding replacement card requested. The Kanawha County Public Library System will not differentiate between juvenile and adult patrons in this policy. This policy, however, does not apply to senior citizens.

The Kanawha County Public Library System will only issue patron cards to children four (4) years old and older. The Kanawha County Public Library System will not make any exceptions to this policy.

The staff, including librarians, clericals and custodial are practicing <u>better</u> good housekeeping. We want to look neater, cleaner and more attractive.

Our children's librarians and homebound personnel are beginning to use a useful and valuable storytelling tool: the senior citizen; many of whom are talented persons who love to tell a story.

Approval of Bills. The Library Director submitted Book Bills List No. 348 ($56,222.81) and General Bills List No. 348 ($46,037.86) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 346 ($849.65) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Stowers, seconded by Mrs. Gallian, and duly adopted, it was ordered that the bills set out on the list be paid.

System Wide Staff Meeting. Miss Goode reported on the general meeting of the entire library staff, at the Dunbar Library on May 27, 1986. Copies of the "Summary of May 27, 1986 KCPL First General Staff Meeting" were mailed to each library board member. She stated that the following topics were presented:

Introduction	Mr. Winowich
Board Perspective	Mr. Ellis
Funding Information	Mr. Stern
Personnel Information - Reclassification	Miss Goode
Long Range Planning - Mission Statement	Mrs. Wright

She stated that an evaluation sheet was distributed to each staff member at the end of the meeting. There was consensus that similar meetings should be held in the future. 62% of those "voting" gave the meeting and overall rating of "7" or better (on a scale of 10).

A summary of the staff evaluations, prepared by the Library Director, will be distributed to each member of the staff. It is Management's present thinking that the next general staff meeting should be held soon after the advent of the new Director.

Long Range Planning Committee. Mrs. Wright spoke on the Mission Statement, copies of which were distributed to members present. Copies will be mailed to all board members. She said the board and the staff had both made input in the Statement. Mrs. Wright and the Library Director met with Mr. Ray last week regarding the document. After some discussion, the President suggested that the Mission Statement be presented at the next board meeting for fuller discussion and Board action.

Reports of Committee.

Personnel Committee. In the absence of Dr. Bannerot, Miss Goode, Personnel Officer, reported on the proposed Reclassification of twelve staff positions to the next highest paygrade. The cost is estimated to be $12,000.00 against the $10,000.00 "Reserve for Reclassification" included in the 1986/1987 Budget. Her comments also included the following:

1. The reclassification process was not completed until Department Heads looked at the job structure in their department.

2. After careful study, the committee felt that twelve positions should be re-classified at an estimated maximum cost of $12,000.00.

3. Some full-time positions have been made to two part-time positions.

4. It was suggested that careful study of the positions be made every two years.

After discussion, upon motion of Mrs. Glasser, seconded by Mr. Stowers, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to reclassify a maximum of twelve (12) staff positions beginning July 1, 1986 at a cost not to exceed $12,000.00.

Motion carried.

The nine specific recommended job reclassifications to be made at this time, with increases to become effective July 1, 1986, are as follows:

Name	Position From	To	Revised Salary
Gail Harrison	Library Clerk I	Library Clerk II	$ 10,392.00
Jeanette Higginbotham	Library Clerk I	Library Clerk II	10,608.00
Shirley Williams	Library Clerk I	Library Clerk II	12,900.00
Nancy Pennington	Library Clerk II	Library Clerk III	14,760.00
Mary Penn	Library Clerk III	Library Associate I	15,624.00
Vicki Moore	Library Clerk III	Library Associate I	15,924.00
Betty Jane Harper	Library Clerk III	Library Associate I	16,560.00
Virginia Banning	Library Clerk III	Library Associate I	17,220.00
Lois Leasure	Librarian I	Librarian II	21,204.00

Budget Committee.

Amended Budget 1985/1986. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1986. An amount of $125,076.00 of non-appropriated receipts was identified, explained and recorded as follows:

NON-APPROPRIATED RECEIPTS

1985/1986

Interest earned - over and above $17,000.00	$ 24,941.86
Carrol Simmons - sale of Nova Sedan	325.00

AT&T Information Systems - refund for Dunbar Library	391.99
AT&T Information Systems - refund for Dunbar Library	79.41
Carol Y. Snyder - purchase of tires from old Nova	10.00
Book Sale	2,132.98
Jalamap Publications - refund on subscription	4.50
Trust Estate of PRM, Inc. - refund for book	4.20
Bro Dart, Inc. - refund on books returned	884.00
American Media Corp. - refund on book	7.29
State of W. Va. - Automation Grant	340.00
State of W. Va. - Automation Grant	659.93
State of W. Va. - Special Grant for Clendenin Library	1,500.00
State of W. Va. - PAT PROJECT	18,916.27
State of W. Va. - PAT PROJECT	15,859.17
Cabell County Public Library - PAT PROJECT	17,411.33
Martinsburg Public Library Commission - PAT PROJECT	17,411.33
W. Va. State College - PAT PROJECT	17,411.33
State of W. Va. - Trustee Grant	193.60
South Charleston Library - PAT PROJECT	1,888.77
W. Va. Library Association - refund on postage	98.38
W. Va. Library Association - refund on postage	274.47
Claudia Benton - refund on travel allowance	229.53
W. Va. University - refund for seminar fee for Joel Stern	20.00
Aetna Life Insurance Co. - payment of loss on van accident	76.18
Aetna Life Insurance Co. - vandalism loss at front door - KCPL	184.86
Aetna Life Insurance Co. - broken glass at St. Albans	184.86
Clendenin Public Library - for utility account	1,200.00

Stella A. McClain - payment on lost book for Clendenin	6.00
Clendenin Public Library - for adult non-fiction books	500.00
American Heritage Public Library (Clendenin) for tubes and ballast	194.52
U.S. Post Office - refund on postage account	515.73
Ronald Finney - insurance premium for Hal Fisher	131.04
Ronald Finney - insurance premium for Hal Fisher	100.80
Juanita Chandler - insurance premium for Hal Fisher	100.80
Ronald Finney - insurance premium for Hal Fisher	100.80
Ronald Finney - insurance premium for Hal Fisher	100.80
Ronald Finney - insurance premium for Hal Fisher	100.83
Property Protection - refund on check #433033	88.52
Home Video Network - refund on lost tape	72.35
Xerox Corp. - revenue for copy machine	287.07
Xerox Corp. - revenue for copy machine	135.50
	$125,076.00

After discussion, upon motion of Mr. Wallace, seconded by Mrs. Glasser, it was moved that the Budget of the current 1985/1986 fiscal year be amended to reflect the list on non-appropriated receipts, shown above, as well as additional monies received between this date and June 30, 1986.

A final report will be submitted after all transactions will have been completed for the entire current fiscal year.

Additional Grant-In-Aid for 1986/1987. In the absence of Mr. Kauffelt, Chair, Budget Committee, Mr. Stern reported that additional Basic Grant-In-Aid income of $41,545.00 is expected for 1986/1987. He said this is

the difference between the $2.98 per capita now anticipated and the $2.88 used in the 1986/1987 Budget approved at the February 19, 1986 meeting. He presented a schedule showing additional receipts and proposed additional 1986/1987 expenditures. The schedule is as follows:

ADDITIONAL RECEIPTS FOR 1986/1987

and

PROPOSED ADDITIONAL 1986/1987 EXPENDITURES

SOURCES OF ADDITIONAL 1986/1987 INCOME

Additional Income for 1986/1987:	
Additional GIA ($2.98 projected vs. $2.88 budgeted)	$21,545.00

APPLICATION OF ADDITIONAL 1986/1987 INCOME

Reserve for Possible "Governor's Executive Cut:	$11,169.00	
Salaries for Retrospective Conversion	10,000.00	
Pro rata "pass through" for Clendenin	64.00	
Pro rata "pass through" for Nitro	321.00	$21,545.00

After discussion, upon motion of Dr. Hairston, seconded by Mrs. Gallian, it was unanimously

RESOLVED, That the additional income of $21,545.00 received from the Basic Grant-In-Aid be applied to the Budget 1986/1987 as shown, including $10,000.00 for the Retrospective Conversion Project.

Motion carried.

Outstanding Checks. Mr. Stern submitted a list of "stale" checks which should be cancelled, in keeping with standing recommendations of the

Library's auditors, with the proviso that they may be reissued should valid claim arise.

The checks to be cancelled are recorded as follows:

Date	Payee	Check Number	Amount
1/22/85	Billie D. Milam	430920	$ 2.75
1/22/85	Sanitary Board of Charleston	430979	5.00
3/19/85	Susan B. Foster	431400	4.00
4/16/85	Catherine Walker	431470	.98
4/16/85	Emily E. Houston	431489	3.75
7/24/85	Laura S. Jennings	432091	2.50
8/20/85	Hannah Purdy	432228	1.45
10/22/85	Alan D. Hale	432492	3.00
10/25/85	Idair Smookler	306672	140.03
11/19/85	Best Publications	432663	17.45
			$180.91

After discussion, it was moved by Mrs. Glasser, seconded by Mr. Stowers that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Branch Library Contributions. The Library Director reported on the contributions received from the Branch Libraries for 1985/1986. He said he had received assurances, both from the St. Albans Mayor and the St. Albans City Treasurer, that the third and fourth quarter payments would be received before the end of the fiscal year. He is not clear whether we will receive

from the full $22,322.00 requested for the year in as much as 5% was deducted the second quarterly payment.

Library Board Membership Committee. Dr. Hairston, Chair, reported that the Library Board Membership Committee - Mrs. Gallian and Mr. Santrock recommended that the following be nominated (i) Mrs. Edna Gallian for a term of six (6) years beginning July 1, 1986, ending June 30, 1992, and (ii) Mrs. Helen Smith for a term of six (6) years beginning July 1, 1986, ending June 30, 1992.

Following discussion, upon motion of Dr. Hairston, seconded by Mr. Stowers, it was moved that the recommendations of the Committee be accepted. The motion carried.

The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed. The Committee also recommended that a letter of commendation be sent to Mr. Bernard Jacobson for his long and dedicated years of service.

NEW BUSINESS

Nominating Committee - Election of Officers. The President announced that Mr. Moss will serve as Chair of the Nominating Committee. Members of the Committee are Mrs. Glasser and Mr. Santrock.

Liability Insurance. Mr. Stern reported that he had a discussion with Mr. Robert Corey, West Virginia Board of Risk and Insurance Management, about the significance of the new legislation adopted at the recent Special Session of the Legislature concerning liability insurance for public agencies. Mr. Corey expressed the hope was that there is some chance that less expensive liability coverage might become available. There would be nothing

definitive for at least six to eight weeks until his office can get around to the special problems presented by public libraries.

Date of Annual Meeting. The Annual Meeting will be held on Friday, July 11, 1986 at 2:00 p.m. in The John V. Ray Room.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Assistant Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 11, 1986

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 11, 1986 at 2:00 p.m. in The John V. Ray Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Dr. Hairston
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Santrock
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

The President introduced members of the Kanawha County Public Library Board of Directors.

The President welcomed Mr. Michael K. Starling, President, Elk Valley Library Board; Ms. Molly Nealer, President, Sissonville Library Board; Mr. Karney Tinney and Mr. Darrell Rolston, members of the Sissonville Library Board; branch librarians, department heads and staff who were in attendance.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director reported that the Library was in receipt of a letter from David L. Acord, Superintendent Kanawha County Schools. It reads as follows:

"June 23, 1986

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

" Please be advised that the Kanawha County Board of Education at its meeting held June 19, 1986 approved Mrs. Joseph A. Smith and Mrs. Lloyd D. Gallian as members of the Library Board of Directors to serve terms beginning July 1, 1986 through June 30, 1992."

Sincerely yours,

/s/ David L. Acord

David L. Acord
Superintendent of Schools

DLA:bt"

The minutes of the June 9, 1986 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 349 ($21,968.54) and General Bills List No. 349 ($62,719.57) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Ellis, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 347 ($923.39) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Ellis, and duly adopted, it was ordered that the bills set out on the said list be paid.

Annual Report.

The Library Director introduced the staff members present. They were: Sara Sue Wright, Chief Adult Services; Catherine Willard, Extension Librarian; Karen Philippi, Library Automation Specialist; Karen Meeks, Branch Librarian, Cross Lanes Library; Beth Hand, Chief, Children's Librarian; Steve Crowley, Branch Librarian, Dunbar Library; Mary Saynog, Branch Librarian, Sissonville Branch Library; Pamela McClure; Personnel Officer; Joel Stern, Assistant Director, and Lorena Ammar, Administrative Assistant.

The Library Director had prepared an Annual Report for 1985/1986. Copies were distributed to persons present.

The Library Director spoke about the late John V. Ray. He commented on the many years of service and dedication Mr. Ray gave to the Library. Mr. Ray was appointed to the Library Board in April, 1929 and served as Chairman from December, 1936 through June 30, 1967.

The Library Director stated it had been suggested that a plaque with a suitable inscription be designed to be placed next to Mr. Ray's portrait in The John V. Ray Room.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Ellis, it was unanimously

RESOLVED, That a plaque with a suitable inscription be designed in memory of John V. Ray for his many years of dedicated service to the Library.

Motion carried.

Reports of Committees.

Nominating Committee.

Election of Officers. Mr. Moss, Chair, reported that the Nominating Committee named the following persons for the offices as

indicated for the fiscal year beginning July 1, 1986 and ending June 30, 1987.

President	- Mrs. Helen Smith
First Vice President	- Mr. John L. Ray
Second Vice President	- Dr. Frederick G. Bannerot, III
Secretary	- Mr. Nicholas Winowich
Treasurer	- Mr. Nicholas Winowich
Assistant Secretary	- Mr. Joel Stern
Assistant Treasurer	- Mr. Joel Stern

Mr. Moss moved, Mr. Kauffelt seconded, that the report of the Nominating Committee be accepted. Upon motion of Mr. Moss, seconded by Mr. Kauffelt, it was moved that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Building and Ground Committee. Mr. Santrock, Chair, reported that laying of a new brick sidewalk on Quarrier Street by the City of Charleston demanded a quick decision by the Library about the entrance from Quarrier Street to the Library's drive-in-window and lot. After separate on-site inspections by himself and Mrs. Glasser, Assistant Chair, they were both in agreement with management's recommendation that the "yellow brick road" be extended another nine (9) feet, by a width of about twenty (20) feet. The total cost of this additional brick work is estimated at $5,278.00 of which the Library will pay one-half, or $2,639.00; the remaining half of the $2,639.00 will be paid by the City of Charleston through its Streetscape Project.

Upon motion of Mr. Santrock, seconded by Mr. Ellis, it was unanimously

> RESOLVED, That the action of the Assistant Director in ordering a nine (9) foot extension of the "yellow brick road" Quarrier Street driveway, to be installed by the City of Charleston, at a cost of $2,639.00 is hereby ratified and approved.

Motion carried.

Budget Committee. Mr. Stern reported that a Special Account for Social Security refunds was established at the Kanawha Valley Bank in November, 1983 for the purpose of refunding social security to 81 part-time Kanawha County Public Library current and former employees. He reported that there was a balance of $86.70 in that account as of June 30, 1986. Outstanding checks total $36.70.

Mr. Stern asked for authorization to close out the Special "Social Security Refund" Account. He also stated that the outstanding checks totaling $36.70 which were issued and not cashed, should be cancelled with the proviso that they may be reissued should valid claims arise.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Moss, the following resolution was adopted:

> RESOLVED, That the Library Director be and is hereby authorized to close the Special Account held in the Kanawha Valley Bank for Social Security refunds.

Motion carried.

Grant-In-Aid Certification. Mr. Stern reported that the Library was in receipt of an "Application, Agreement and Maintenance of Effort Certification for Grant-In-Aid," from the West Virginia Library Commission. He pointed out some of the important provisions listed in the application which requires the signature of the Library Director: the Library will expend in this fiscal year 1986/1987 from local sources, not less than the amount from local sources in the preceding fiscal year 1985/1986; the Library will recognize the Statewide Borrower's Card and to extend equality of library services to all West Virginians.

After discussion, upon motion of Mr. Kauffelt, seconded by Dr. Hairston, the following resolution was adopted:

RESOLVED, That the Library Director be and is hereby authorized to sign the Application, Agreement and Maintenance of Effort Certification for Grants-In-Aid as submitted by the West Virginia Library Commission; and

RESOLVED FURTHER, That a copy of the "...Maintenance of Effort Certification for Grants-In-Aid" be filed with the minutes of this meeting.

Motion carried.

Long Range Planning Committee. Mr. Ray, Chair, reported that he and the Committee had reviewed the Kanawha County Public Library Mission Statement, copies of which had been previously mailed to members of the Library Board. Copies were distributed to persons in attendance at this meeting. This Statement was prepared previously by senior Library Staff, with preliminary input from all departments and branches, after many hours of study, discussion and review. The final version, here being presented, includes changes suggested by the Committee. Mr. Ray read several sections of the Statement that highlight its significance, particularly in terms of the selection of subsequent Library objectives.

Upon motion of Mr. Ray, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Mission Statement as submitted by the Long Range Planning Committee, be adopted by Library Board.

Motion carried.

NEW BUSINESS

Memorandum of Understanding. The President said she will encourage each Branch Library Board to read and review its "Agreement," or Memorandum of Understanding, dealing with the mutual understandings between the Branch Board and the Library, including the Branches' annual "contribution." She also suggested that appropriate Library committees should review them with a view to developing, if practicable, a greater consistency for future and/or renewal "Agreements."

Search Committee. Dr. Wallace, Chair, noted, by way of introduction that both Mr. Winowich, and the Library itself will be undergoing change and "new directions" as a result of his retirement. Dr. Wallace reported that the Search Committee has received twenty-six (26) applications for the position of Library Director and was carefully reviewing those applications at its weekly Search Committee meetings. It is the present plan, he reported, to invite five or six "final applicants" to come here for a personal interview. The Committee, he concluded, will keep the Library Board and staff informed of its progress.

Membership Dues. The Library Director reported that membership notices for West Virginia Library Association have been mailed to each Library Board member. He asked that such notice should be discarded because the Library pays the annual membership dues for the West Virginia Library Association and the American Library Association.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Joel Flum
Assistant Secretary

NO ANNUAL REPORT WAS SUBMITTED FOR 1985/1986